



OPERATIONS MANUAL

ENGINEERING DATA

CHAPTER 6

MARCH 2008

GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM

ENGINEERING DATA

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CHAPTER 6

ENGINEERING DATA

6.1 INTRODUCTION

Engineering Data (ED) provides information about research materials, quality assessments, engineering tests, evaluation and qualification tests, parts and materials specifications, manufacturing, design, business practices, process controls, solder-ability, and other related engineering data on parts, components, materials, and processes. Reports pertain to both military and commercial applications. Because of the wide span of topics, the data is categorized under seven (7) document types: engineering reports, management reports, test reports, process specifications, soldering technology, computer technology documents, and facilities documents, shared with Metrology Data. These reports are generated during research, development, testing, production, procurement, and logistical operations—all phases of the acquisition life cycle.

6.2 OBJECTIVE

The Engineering Data (ED) is one of the data types in the GIDEP database. This objective of this chapter of the GIDEP Operations Manual is to describe and to provide guidance. The data fosters information for improvement in quality, design, manufacturing, schedules, and processes; development of new methods or techniques for better, leaner business practices; and avoidance of duplication efforts hence reduction of costs.

6.3 POLICY

The Government-Industry Data Exchange Program (GIDEP) is a network of people sharing data to help each other solve problems and avoid costs associated with procurement and development.

Each participant must safeguard GIDEP data, obtain permission from the document originator or the GIDEP Program Manager prior to releasing information to non-participants, and submit documents for inclusion in the GIDEP database. Refer to Chapter 2, Participation Requirements, of the Operations Manual for more details.

In order to maintain GIDEP membership, each industry or government participant must submit utilization report(s) documenting the benefits, particularly the cost avoidance, which resulted from utilizing documents during the preceding fiscal year (1 October to 30 September). Refer to Chapter 5, GIDEP Utilization Reporting, of the Operations Manual.

6.4 DEFINITIONS

Engineer Data is categorized under seven (7) document types: engineering reports, management reports, test reports, process specifications, soldering technology, computer technology documents, and facilities documents. The acronym is referred as document designator (DD) in the GIDEP database.

6.4.1 Engineering Reports (DD=ER) - Technical studies and engineering evaluations that cover a broad range of topics. These topics may include:

- Aerospace and space including aerodynamics, aeronautics, astronautics and astrophysics
- Alloys
- Applied mechanics of materials
- Attaching methods
- Automated production equipment
- Automotive sciences and engineering
- Chemistry
- Communications
 - satellite
 - radar
- Composites
- Containerization
- Contamination
- Controls
- Corrosion
- Cryogenics
- Electronics
- Energy related report
 - cogeneration
 - electrical generations
 - hydro generation
 - nuclear energy
 - recycling generating plants
 - solar energy
- Engineering analysis
- Engineering mathematics and developmental research
- Engineering simulation
- Environmental hazards
- Environmental studies
- Fracture mechanics and fatigue
- Fuels
- Heating and ventilating
- Heat transfer
- Human factors engineering
- Lasers
- Logistics engineering
- Lubricants and lubrication
- Maintenance engineering
- Manufacturing
- Materials handling
- Mechanisms
- Packaging
- Part application, manufacture and utilization
 - filters
 - fasteners
 - diodes
 - delay devices
 - capacitors
 - fittings
 - etc.
- Physics
- Plastics
- Pollution
- Power trains
- Refrigeration
- Robotics
- Safety engineering
- Surface treatments
- Telecommunications
 - fiber optics
- Thermodynamics
- Training simulators

6.4.2 Management Reports (DD=MR) - Reports and studies which include project plans, management plans, cost studies, management problems and solutions, guidelines, manufacturing facilities, procedures, and operations research. Management reports include:

- Cost studies/life cycle costs
- Design analysis and decision techniques
- Engineering practices
- Facilities and construction management
- Human resources management
- Management program plans and guides
- Safety management
- Total quality management
- Quality management practices
- Quality techniques and guidelines
- Workload management
- Waste disposal and management
- Lessons learned prior to October 1999. After October 1999, all pertaining documents have been classified under Lessons Learned (LL) under Failure Experience Data.
- GIDEP documentation prior to June 1993 including cost reduction, directives, information retrieval, operational methods, participation requirements, presentations, procedures, program implementation, promotional methods, records management, reporting to management and utilization reporting. After June 1993, all pertaining documents have been classified under GIDEP Specific Documents (GSD).

6.4.3 Test Reports (DD=TR) - Reports cover qualification and evaluation testing of parts, components, materials and related systems. This document designator includes procedures for conducting tests and may include data from the resultant test. Test reports include:

- | | |
|--|---------------------------|
| • Chemical tests | • Inspection procedures |
| • Engineering evaluation tests | • Re-qualifications tests |
| • Ergonomic tests | • Simulated test |
| • Fatigue and material tests | • Software tests |
| • Final acceptance tests | • Test procedures |
| • Fluid dynamics tests | • Test plans |
| • Thermal analysis | |
| • Thermodynamic tests | |
| • Wind tunnel tests | |
| • Failure analysis test results prior to June 1993. After June 1993, all pertaining documents have been classified under Failure Analysis (FA) under Reliability and Maintainability Data. | |

6.4.4 Process Specifications (DD=PS) - General specifications for processes and procedures used to produce parts, components and materials. Such subjects are:

- Environmental simulation procedures
- Manufacturing procedures
- Shipping specifications
- Shipping procedures
- Preservation procedures
- Nonmilitary procurement specifications
- Parts specifications
- Test procedures
- Process control
- Parts application data
- Process and material specifications
- Process procedures
- Repair procedures
- Source control drawings and specifications
- Nondestructive testing specifications and procedures

6.4.5 Soldering Technology Library (DD=STL) - Reports on solder-ability and soldering processes and related topics. This category includes:

- Manufacturing processes and methods.
- Process controls
- Inspection methods.
- Soldering papers and publications.
- Soldering practices and methods.
- Soldering specifications and procedures.
- Joining processes
- Plastics soldering processes

6.4.6 Computer Technology Documents (DD=CTD) - General documents on computer software, hardware and management include:

- Computer science
- Computer systems
- Simulation
- Qualification and design
- Computer aided design
- Computer code
- Integrated manufacturing
- Computer interfaces
- Computer program
- Computer resources
- Network software and management
- Software procurement
- Workflow processes/procedures

6.4.7 Facilities Documents (DD=FD) - Technical documents related to design, building and managing facilities. This document type is also in the Metrology area. These documents include:

- Design
- Environmental controls
- Facilities evaluations and analysis
- Nuclear storage
- Facilities management
- Laboratory management
- Test laboratories and range
- Ammunition loading facilities
- Missile processing plants
- Space launch facilities
- Harbor facilities

6.5 RULES AND GUIDELINES

6.5.1 Criteria

Information should be widely distributed within your organization to be effective. The GIDEP representative is encouraged to be creative in getting as many departments and individuals to use the information as possible. All GIDEP members should submit appropriate engineering information for inclusion into GIDEP database and report utilization of the data to measure of GIDEP's effectiveness.

6.5.2 Data Submittal

Generally, Engineering Data does not use any GIDEP form for submitting documents. Submitters may submit electronically (preferred method) by e-mail to gidep@gidep.org or on any electronic media (e.g. CD-ROM, DVD, etc.) in standard processing formats (e.g. PDF, Microsoft Word, Microsoft Publisher, etc.). Hardcopy documents are also acceptable but must be clear contrast. Direct any electronic media or hard-copy mailing to

GIDEP Operations Center
P.O. Box 8000
Corona, CA 92878-8000

Upon submittal, documents are given a security code and GIDEP users with the same security privileges may have access to the appropriate documents. The security code is derived by the distribution statement on the document in accordance to the document originator's directives or by the direction of the submitter. GIDEP does not establish or remove the limited distribution statement. Each document is also assigned a Participant Code (PC) which identifies the submitter of a document. The PCs are searchable in the GIDEP Roster On-Line. When the submitter does not have a PC, the document will be indexed participant code of VV.

Submitters can directly control the distribution of their documents by using DD Form 2000. The content of the form summarizes the document and contains the point of contact for the document. Instructions for the form are included in Appendix C.

6.5.2.1 Reports accepted in ED should meet the following guidelines:

- 6.5.2.1.1 Reports and documents should be clear contrast sufficient for imaging. Photographs must be high contrast for good imaging.
- 6.5.2.1.2 Amended or revised reports must be resubmitted in their entirety for input into the database.
- 6.5.2.1.3 Reports submitted by automatic distribution form Contractor Data Requirements Lists, or other distribution means, if they meet the general criteria for ED reports.
- 6.5.2.1.4 Copyrighted or proprietary documents which have a release letter authorizing distribution by GIDEP. See Appendix A and B for example of release letter.

6.5.2.2 Reports are not acceptable in GIDEP include:

- 6.5.2.2.1 Commercial or industrial specifications for sale from other sources (ANSIs, ASTMs, IEEEs, etc).
- 6.5.2.2.2 Contracts and amendments to contracts.
- 6.5.2.2.3 Corrective action reports.
- 6.5.2.2.4 Classified, proprietary or sensitive documents submitted without a release letter.
- 6.5.2.2.5 Advertising materials in reports.
- 6.5.2.2.6 Incomplete or illegible documents.
- 6.5.2.2.7 Journal articles, including government journals.
- 6.5.2.2.8 Sales information or sales specification sheets.
- 6.5.2.2.9 Reports from Data Analysis Centers, except by exchange agreements or memoranda of agreement.
- 6.5.2.2.10 Test reports containing only raw parametric data (discussion and summary required).

6.6 DISTRIBUTION

GIDEP data may be distributed to all potential users within a participant's organization. See Chapter 1, Program Description, of Operations Manual for complete distribution guidelines.

GIDEP participants who use the documents and information distributed by GIDEP should exercise prudent judgment as to the accuracy of the data, statements, diagrams and conclusions. GIDEP does not verify the accuracy or applicability of the information, nor does the Program Office in any way assume any liability for the accuracy or timeliness of the information. The timeliness of the information is dependant on the submitter providing information.

6.6.1 Access

New Engineering documents submitted to GIDEP are available electronically in the GIDEP database via the internet (<https://gidep-data.gidep.org>), requiring a computer UserID and password (See Chapter 2, Participation Requirements, of Operations Manual). Also at this site, GIDEP offers other products such as the online utilization reporting, participant directory known as Roster On-line, and other connectivity.

In addition to the GIDEP data site, Members web site (<https://members.gidep.org>) contains an extensive amount of information on Engineering Data, as well as other data types, types of products, and services available only to GIDEP participants. Engineering Data webpage has updated information regarding the data like new weekly documents index, monthly index, links to other data sources, point of contact, sample Utilization Reporting, and success stories. Other services include parts batching, change request process for new GIDEP capabilities, training, GIDEP forum, Urgent Data Request (UDR) and more to come. The GIDEP Help Desk personnel are available for additional assistance Monday-Friday, 6:30 AM – 5:30 PM Pacific Time.

6.6.2 Push Mail

Push mail is generated as a convenience to GIDEP Participants to obtain an overview of information. All GIDEP Representatives are automatically eligible to receive push mail. Users may also be granted access with their Representative's approval.

6.6.3 Products

6.6.3.1 Document Format. Since November 2007, documents are available in PDF format; prior, documents are in both in PDF format and text (ASCII) format. The text file should be used as REFERENCE ONLY since it does not contain any graphics, special mathematic notations or formulas, such as pictures, schematics, or letterheads. Older ED documents processed prior to November 1994 are index descriptions containing abstracts and other information about the document. These older documents may be placed on-line upon request to GIDEP Operation Center.

6.6.3.2 Document Index. This can be received, downloaded or created to overview relevant documents. Weekly index of reports may be sent to participants via Push Mail sign-up. If a document in the listings is of interest, the corresponding document can be retrieved from the database. Monthly index are also available from the Engineering Data webpage on the Members website. Generation of special topic index can be created from report creation after a search is done on the database. See GIDEP Training Exercise Manual from Members website. All these listings may be share to others within the organization.

6.6.3.3 Urgent Data Request (UDR) is service that allows a participant to query the GIDEP community to obtain engineering data not available in GIDEP database or within participant's internal resources. UDR can provide a valuable resource for obtaining information or provide other point of contact for the information. Responses are sent directly back to requestors and remain in the GIDEP database. Procedures for UDRs are provided in Chapter 10, Urgent Data Request, of Operations Manual.

6.7 UTILIZATION REPORTING GUIDELINES

The purpose of Utilization Reporting is to document the benefits, impacts, and usage of GIDEP information along with the prevention of unplanned expenditures (PUE) accrued as a result of using information obtained from GIDEP. Utilization Reporting, Chapter 5, of the Operations Manual defines policy, definitions and reporting procedures related to Utilization Reporting. The online PURS (Participant Utilization Reporting System) helps each GIDEP user keeps track of all the downloaded documents and helps GIDEP Representatives and program managers review the benefits of organization's GIDEP participation. All GIDEP users are encouraged to utilize PURS to reports benefits. Samples of past utilization reports can be found Sample AURs or Success Stories from the Engineering Data Members webpage.

APPENDIX A

DOCUMENT AUTHORIZATION RELEASE



**COPYRIGHT DOCUMENT
LIMITED RELEASE AUTHORIZATION**

GIDEP Participant Code

Organization/Company

Point of Contact (please print last, first name)

Street Address

Telephone (please include area code)

City, State Zip

The above named organization/company authorizes the GIDEP Operations Center distribution the following copyrighted document(s) to its participants:

- ☐ _____
Document title and number
- ☐ All documents with limited distribution statement
- ☐ All copyrighted documents

To (Check one):

- ☐ GIDEP U.S. and Canada Government Agencies/Organizations only
- ☐ Department of Defense (DoD) only
- ☐ All GIDEP participants (government activities and government suppliers)
- ☐ Other _____

Authorized Signature

Date (Month, Day, Year)

PROCEDURE

1. If you are submitting a limited distribution or copyrighted documents for distribution through GIDEP, please complete this form out. Indicate the title(s) of the document(s) which you wish to be released to GIDEP Participants. Indicate the level of distribution by checking the appropriate box.
2. Please electronically forward the entire document to: gidep@gidep.org

Or to GIDEP Operations Center
 P.O. Box 8000
 Corona, CA 92828-8000

3. If you have any questions please contact GIDEP Operation Center at (951) 898-3207.

APPENDIX B

SAMPLE TRANSMITTAL LETTER

APPENDIX B
SAMPLE TRANSMITTAL LETTER
(COMPANY OR ACTIVITY LETTERHEAD)

Date

GIDEP Operations Center
Attn: Data Manager
P.O. Box 8000
Corona, CA 92878-8000

Please find enclosures (1) through () for inclusion in the GIDEP database. Documents are authorized for (limited or unlimited) distribution in accordance with distribution statement.

The GIDEP Operations Center is authorized to scan the data and abstracted data may be appended onto the on-line database.

Respectfully,

(Typed First and Last Name)
GIDEP Representative

Encl: (1) Report title and document number
(2) Report title and document number

APPENDIX C

GENERAL DOCUMENT SUMMARY SHEET

DD FORM 2000

GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM		Form Approved OMB No 0704-0188 1 of	
GENERAL DOCUMENT SUMMARY SHEET			
1. ACCESS NUMBER	2. COMPONENT / PART NAME		
3. APPLICATION	4. MANUFACTURER NOTIFICATION <input type="checkbox"/> Notified <input type="checkbox"/> Not Applicable	5. DOCUMENT ISSUE DATE	
6. ORIGINATOR'S DOCUMENT TITLE		7. DOCUMENT TYPE	
8. ORIGINATOR'S DOCUMENT NUMBER	9. ORIGINATOR'S PART NAME/IDENTIFICATION		
10. DOCUMENT (SUPERSEDES/ SUPPLEMENTS) ACCESS NUMBER	11. ENVIRONMENTAL EXPOSURE		
12. MANUFACTURER	13. MANUFACTURER PART NUMBER	14. INDUSTRY/ GOVERNMENT STANDARD NUMBER	
15. OUTLINE, TABLE OF CONTENTS, SUMMARY, OR EQUIVALENT DESCRIPTION			
16. KEYWORDS			
17. GIDEP REPRESENTATIVE		18. PARTICIPANT ACTIVITY AND PARTICIPANT CODE	

**PREPARATIONS INSTRUCTIONS
FOR
GENERAL DOCUMENT SUMMARY SHEET (DD FORM 2000)**

**BLOCK INSTRUCTIONS
NO.**

PAGE NUMBER. Enter the total number of pages in the report including summary sheet form and supplemental sheets.

1. ACCESS NUMBER. Leave blank - GIDEP Operations Center use only.
2. COMPONENT/PART NAME. Enter the nomenclature of the part, material, component or system.
3. APPLICATION. Indicate the application in which the device was used (for example, ground missile, shipboard, spacecraft).
4. MANUFACTURER NOTIFICATION. If the manufacturer is notified, check NOTIFIED and enter the manufacture's name and address into block 12. If the manufacturer is not notified, check NOT APPLICABLE.
5. DOCUMENT ISSUE DATE. Enter the date the document was written.
6. ORIGINATOR'S DOCUMENT TITLE. Enter the author's title for the document.
7. DOCUMENT TYPE. Enter ER for Engineering Report, MR for Management Reports, TR for Test Reports, PS for Process Specifications, STL for Soldering Technology Library, CTD for Computer Technology Documents, or FD for Facilities Document.
8. ORIGINATOR'S DOCUMENT NUMBER. Enter document number exactly as it appears on the document.
9. ORIGINATOR'S PART NAME/IDENTIFICATION. Enter part name and identifications as assigned by organization/agency originating the report; if not specified, enter NA (Not Applicable).
10. DOCUMENT (SUPERSEDES/SUPPLEMENTS) ACCESS NUMBER. Delete either SUPERSEDES or SUPPLEMENTS. If the document supersedes/supplements an existing GIDEP document, enter the GIDEP Access Number of the document. If the document neither supersedes nor supplements an existing GIDEP document, enter the word NONE.
11. ENVIRONMENTAL EXPOSURE. Enter the environmental exposure if applicable. If not specified, enter NA (Not Applicable)

12. MANUFACTURER and CAGE (Commercial and Government Entity) CODE. Enter the manufacturer abbreviation and CAGE listed in the Defense Logistics Agency (DLA) Cataloging Handbook. If the manufacturer is not listed, enter the phrase "SEE BLOCK 15"; enter the manufacturer's full name and division (if any) in Block 15. If more than one manufacturer, enter phrase "SEE BLOCK 15; enter additional manufacturers as appropriate. If the manufacturer is not specified, enter NA (Not Applicable).
13. MANUFACTURER PART NUMBER. Enter complete part number. If more than one part number, enter the phrase "SEE BLOCK 15" and enter additional part numbers into Block 15. If the part number is not specified, enter NA (Not Applicable).
14. INDUSTRY/GOVERNMENT STANDARD NUMBER. Enter the standard part number such as the 1N and 2N diode and transistor designators. For GIDEP purposes, any military assigned number is considered as a government standard part number.

If a part or document has (1) a manufacturer P/N, (2) a contractor P/N, (3) an industry standard P/N, and (4) a government standard P/N, the manufacturer and industry standard P/N are entered in Block 13 and 14 respectively.

If there is more than one standard number, enter the phrase "SEE BLOCK 15" and enter standard numbers into Block 15.

15. OUTLINE, TABLE OF CONTENTS, SUMMARY, OR EQUIVALENT DESCRIPTION. Briefly summarize tenet results or material detailed in the text or the document. Include any pertinent details or comments required, or proper interpretation of the material presented (e.g. peculiar environmental capabilities, unique electrical characteristics that may be "state-of-the-art", or characteristics that restrict the part usage to particular applications or any other details that may aid a prospective user of the part). If the subject matter can be categorized into more than one subject category or nomenclature, enter additional subject category or nomenclature.
16. KEYWORDS. Enter additional keywords (descriptors) or phrases which describe or summarize the document. Do not include the terms in Block 2. The keywords and phrases should be separated by semicolons. The terms in Blocks 2 and 16 are used to retrieve the reports and to categorize them in the index.
17. GIDEP REPRESENTATIVE. Enter the signature or name of the GIDEP Representative.
18. PARTICIPANT ACTIVITY AND CODE. Enter the name, city and state of the participant's activity or corporation and division submitting the document, plus the GIDEP two or three character code (e.g. X1).



OPERATIONS MANUAL

FAILURE EXPERIENCE DATA

CHAPTER 7

September 2009

GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM

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GIDEP OPERATIONS MANUAL

CHAPTER 7 FAILURE EXPERIENCE DATA

7.1 INTRODUCTION.

This chapter of the GIDEP Operations Manual is intended to provide guidance for originating and processing Failure Experience Data (FED) reports. FED provides information about problems, potential problems and failure experience data on parts, components, materials, manufacturing processes, specifications, computer software, test equipment and safety. FED is exchanged to improve quality, reliability, and delivery schedules and to reduce costs. A flow chart outlining the suggested decisions necessary to determine the type of report to issue is provided in Figure 7.1. If you have questions or need assistance in completing any report, please contact the GIDEP Operations Center FED Manager.

7.2 POLICY FOR NON-CONFORMING MATERIALS.

The Office of Management and Budget, Office of Federal Procurement Policy issued OMB Policy Letter 91-3. This letter established policies and procedures for exchanging information about non-conforming products among agencies via the Government-Industry Data Exchange Program (GIDEP). The letter made it mandatory to exchange information among agencies about non-conforming products. The Government-Industry Data Exchange Program (GIDEP) was identified as the central database for receiving and disseminating information about such products.

7.3 OBJECTIVE.

The objective of issuing failure experience reports is to preclude the integration of non-conforming items in government and industry systems and inventory. The Alert, Safe-Alert, or Problem Advisory is not to be used as a corrective action document. These documents are intended to inform others that a problem situation exists and to prevent usage of problem products. Whenever possible, problems are identified by specific lot date codes of products. Government and industry buyers need to be made aware that these items may exist in manufacturer or distributor stocks or in the user's inventory. In some cases, the items may generally work well in some applications, but malfunction in other applications. The watchword for products that have Alerts, Safe-Alerts, Problem Advisories or Agency Action Notices issued against them, is to use prudent technical judgment before using them. If in doubt, the GIDEP participant is urged to contact the manufacturer for more information regarding the affected product or service.

7.4 DEFINITIONS. The following definitions are applicable to FED reports:

- AGENCY ACTION NOTICE. An Agency Action Notice redistributes problem information issued by a Government Agency to GIDEP participants. Agency Action Notices may have a restricted distribution.
- ALERT. An Alert reports a problem with parts, components, materials, specifications, software, facilities, manufacturing processes or test equipment that can cause a functional failure.
- CRITERIA. Where identified, criteria are the bases by which FED reports are determined to be acceptable for distribution by GIDEP.

- **GUIDELINES.** Guidelines are the procedures followed during the generation and processing of FED reports.
- **LESSON LEARNED.** A Lesson Learned document describes a good work practice or innovative approach that is captured and shared to promote repeat application. A lesson learned may also be an adverse work practice or experience that is captured and shared to avoid recurrence.
- **NON-CONFORMING PRODUCT.** A non-conforming product, process, software or material (non-conforming product) is a product, process or material that does not meet manufacturing specifications, design, composition, or contractual requirements.
- **PROBLEM ADVISORY.** A Problem Advisory reports a problem with parts, components, materials, manufacturing processes, specifications software, manufacturing processes or test equipment that has an unknown or low probability of causing problems for other users.
- **SAFE-ALERT.** A Safe-Alert reports a non-conforming item, product or situation that creates a safety hazard for personnel or equipment.

7.5 GENERAL GUIDELINES. The following general guidelines apply to all FED reports:

- a. The report must be of general interest to the GIDEP community, which includes DOD, Federal Agencies and Departments, government activities and industry participants.
- b. These guidelines apply equally to government supplies including military, general supply and Commercial Off-The-Shelf (COTS), nondevelopmental items (NDI), and services.
- c. Reports will be submitted in a timely fashion. Reports should be submitted no more than sixty (60) days from time of discovery of the non-conforming or defective item to preclude further loss to government and industry users.
- d. It is highly recommended that you have your legal department review any draft FED report before sending to the manufacturer and/or submittal to the Operations Center.
- e. Items and services uniquely acquired for a specific application or use, and known not to be used by anyone else, will not be reported through GIDEP. If you are unsure whether the item may be similar to one used for another application modified only by the color or slight change of form or fit, you should report the non-conforming item or service using the applicable form.
- f. The preferred media for submission of FED reports is by electronically transmitted files. The forms for FED submittal are included in Chapter 7 in the on-line Operations Manual. Copies may also be obtained by contacting the GIDEP Operations Center.
- g. If you need assistance in applying these procedures to your situation, consult the FED Manager at the GIDEP Operations Center, Corona, California, phone (951) 898-3207 or e-mail gidep@gidep.org.
- h. If the item or service was supplied by a distributor, the FED report must still be coordinated with the original manufacturer where the defect was generated, except where the non-conformance was created as result of value added processes or operations. The objective is to correct the cause of the problem and prevent similar non-conforming items from entering the original equipment manufacturer's inventory or government supply systems.
- i. Accompanying photographs must be an original copy. Xeroxed copies are not acceptable.
- j. GIDEP does not perform technical analysis on the information provided by an originator or by a manufacturer. It is the responsibility of the originator to ensure that only known facts related to the non-conformance are provided in the report.

7.6 ALERTS AND SAFE-ALERTS.

7.6.1 CRITERIA. Alerts and Safe-Alerts should meet the following criteria:

- a. The FED reports a problem or an actual failure, or a problem with a high probability of failure, with a part, component, material, specification, or process that is of immediate concern to other participants.
- b. The FED must report the primary failure, not the secondary failure that may be a consequence of the root cause of equipment or processes failing.
- c. The failure must have occurred while the item was being operated within specification limits.
- d. The problem or failure resulted from an inadequate, incorrect, or easily misunderstood specification.
- e. The problem or failure was a result of a deficiency in production, quality inspection, testing, handling, sampling inspection or specification which lead to delivery of non-conforming or problem parts, units, or materials.

7.6.2 GUIDELINES. The following guidelines apply when the generating these reports:

- a. Reports are normally issued by the activity experiencing or observing the problem. This can be the end product user, systems manufacturer, or the item manufacturer. In some cases, the report may be issued by a government activity with detailed knowledge of the problem. Supporting data and samples of non-conforming products will be provided, whenever possible, to assist the producer to respond.
- b. Alerts or Safe-Alerts will be prepared using GIDEP Form 97-1 (see Figures 7.2 and 7.3). Appendix A provides the detailed instructions in filling out the form. To report a Suspect Counterfeit part, please use the instructions provided in Appendix E.
- c. Non-GIDEP participants may NOT issue an Alert or Safe-Alert against another company. However, they may use the GIDEP Alert or Safe-Alert form to report their own non-conformance issues.
- d. The manufacturer must be notified, in writing, of your intent to issue an Alert or Safe-Alert. (See Appendix C for a sample notification letter.) It is recommended that the notification be sent by registered mail to the Director (manager) of Quality Assurance, or the equivalent. E-mail is also acceptable. GIDEP recommends that the originating company confirm receipt of the notification documents.
- e. Allow a minimum of fifteen (15) working days for the manufacturer or supplier to respond (except for Safe-Alerts). If the manufacturer provides a response at a later date, the report shall be followed up with an amendment (see paragraph 7.11).
- f. In order to promulgate information as quickly as possible, Safe-Alerts should be issued concurrently with coordination with the manufacturer. When the manufacturer provides a response to the notification letter, an amendment to the original report shall be issued.
- g. Submit a signed copy of GIDEP Form 97-1 (see Figure 7.2). If the report is submitted electronically, GIDEP will authenticate the report by whatever means available (e.g., by requesting a signature via Fax - (951) 736-4091.)

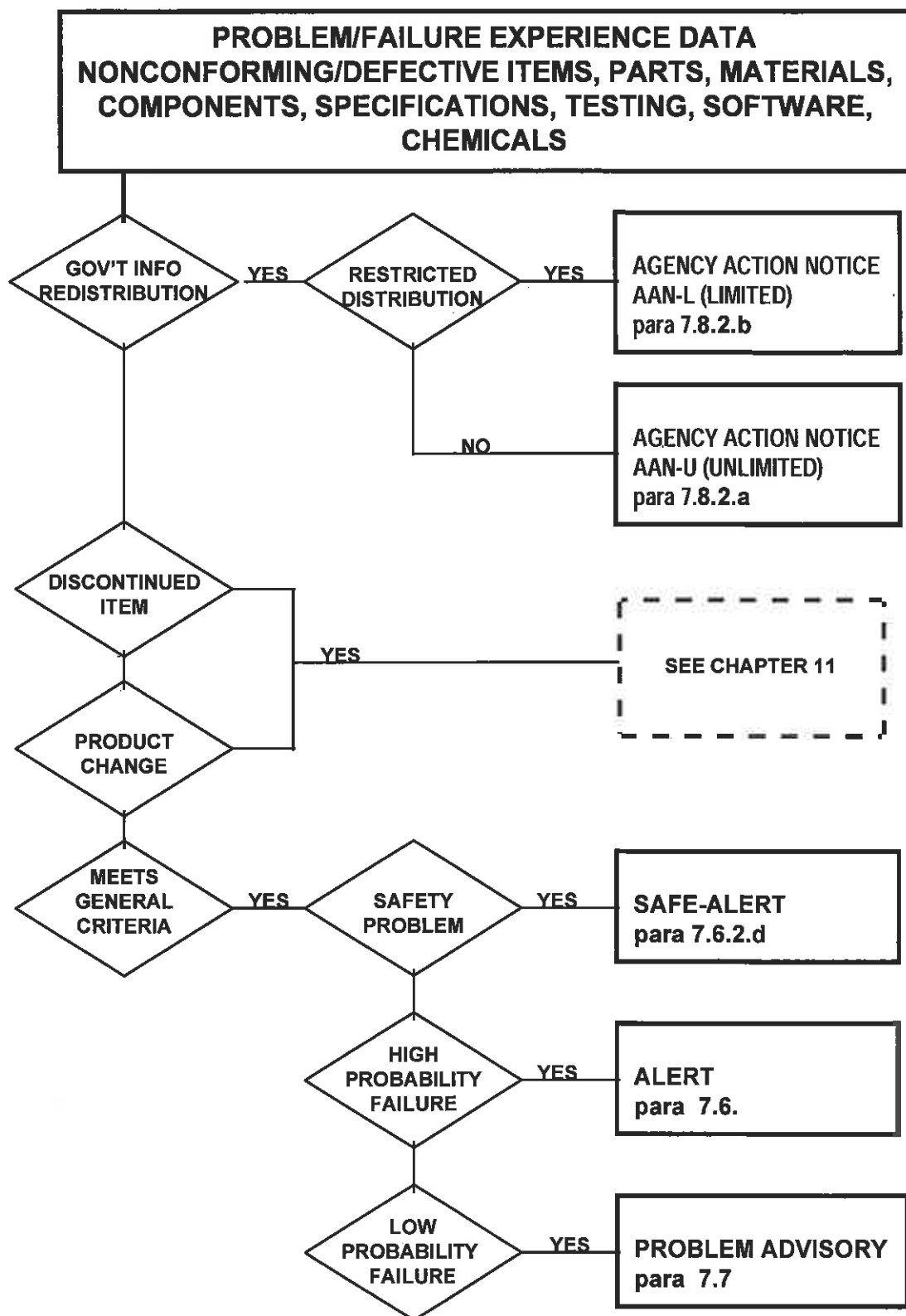


Figure 7.1 Failure Experience Data Decision Tree

- h. Provide as much factual information as possible regarding the non-conformance, applications involved, conditions during which the failure occurred, etc. The more information that an originator provides, the less work required by the participants receiving the report.
- i. Provide supporting data such as applicable laboratory analysis/failure analysis reports, when available.
- j. When submitting an Alert/Safe-Alert (note that it is the same form, except for the title), attach a copy of the notice to the manufacturer together with the manufacturer's response (if available). Although the manufacturer's response does not have to be in agreement with your organization's findings and analysis, you must include this information to give participants as broad a perspective of the issues as possible.
- k. Non-conformances for which a manufacturer cannot be identified shall NOT be reported using an Alert or Safe-Alert. These situations shall be reported via a Problem Advisory, Agency Action Notice, or Lessons Learned, as appropriate.
- l. Do not report receiving inspection non-conformances unless a trend or the problem may be of concern to other participants.
- m. Do not report defective items that are procured uniquely for one application, unless a generic problem of concern to other participants is indicated.
- n. Safe-Alerts are issued under the same criteria and guidelines as Alerts except that the Safe-Alert reports a problem, failure or non-conformance, which in the opinion of the submitter could result in the loss of life, personal injury, or significant damage to equipment or facilities.
- o. Instructions for preparing GIDEP Form 97-1 for a Safe-Alert or Alert are provided in Appendix A.
- p. Do not include any company sensitive or proprietary stamped supporting documentation without a proper release statement from the document owner.
- q. Submit the completed and signed Alert or Safe-Alert form, relevant responses, supporting documentation, and notification letter to gidep@gidep.org. The notification letter is kept on file by the GIDEP Operations Center and is not included in the database entry.

7.7 PROBLEM ADVISORIES.

7.7.1 CRITERIA.

- a. Reports a problem with parts, components, materials, manufacturing processes, specifications or test equipment that has an unknown or low probability of causing functional failure.
- b. Known non-conforming items or services that can be expected to cause functional failures shall be reported as an Alert.

7.7.2 GUIDELINES.

- a. Reports are normally issued by the activity observing the problem. This can be either the product user or manufacturer. In some cases, the report may be issued by a government activity with detailed knowledge of the problem. Supporting data should be provided when applicable. Include manufacturer information as appropriate.
- b. Non-GIDEP participants may NOT issue a Problem Advisory against another company. However, they may use the GIDEP Problem Advisory form to report their own non-conformance issues.
- c. Problem Advisories will be prepared using GIDEP Form 97-2 (see Figure 7.4) using the instructions provided in Appendix A. To report a Suspect Counterfeit part, please use the instructions provided in Appendix E.
- d. Notify the manufacturer, in writing, of your intent to issue a Problem Advisory. (See Appendix C for a sample notification letter.) It is recommended that the notification be sent registered mail or by FAX. E-mail is also acceptable. GIDEP recommends that the originating company confirm receipt of the notification documents.
- e. Allow a minimum of fifteen (15) working days for the manufacturer or supplier to respond. If the manufacturer or supplier does not respond, issue the report and follow-up with an amendment when a response is received. The manufacturer's response does not have to be in agreement with your organization's findings and analysis.
- f. Provide supporting data such as applicable laboratory analysis/failure analysis reports, if available.
- h. Other guidelines listed in 7.6.2 for submitting an Alert also apply to a Problem Advisory.
- i. Submit the completed and signed Problem Advisory form, relevant responses, supporting documentation, and notification letter to gidep@gidep.org. The notification letter is kept on file by the GIDEP Operations Center and is not included in the database entry.

7.8 AGENCY ACTION NOTICES.

7.8.1 CRITERIA.

- a. AANs may only be issued by government agencies and activities.
- b. AANs will be prepared on GIDEP Form 97-3 (see Figure 7.5).
- c. AANs may be either limited distribution or unlimited distribution. Unlimited AAN's are distributed to all GIDEP participants. Limited distribution AANs may be restricted to access by designated government agencies and/or contractors. Questions regarding specific access should be directed to the Operations Center.
- d. GIDEP does not distribute information classified Confidential or Secret, or higher.

7.8.2 GUIDELINES.

- a. AANs may unilaterally direct government recipients to take specific actions. As an example, an AAN could notify GIDEP government recipients that procurements with a company have been suspended due to litigation or fraud.
- b. Limited distribution AANs will be distributed as directed by the submitting agency.
- c. Government agencies are encouraged to coordinate AANs with manufacturers, as appropriate.
- d. Notices must redistribute information that is timely, such that other agencies and activities can act on the information before the situation or problem is encountered or becomes worse.

7.9 LESSONS LEARNED.

7.9.1 CRITERIA - Lessons Learned (LL) documents may be submitted by participating government or industry activities.

7.9.2 GUIDELINES - A general outline of an LL should include (but is not limited to): 1) a description of the situation that lead to the lesson learned report, and 2) a suggested local approach to preclude future occurrences of the event that lead to the lesson learned.

7.9.3 FORMAT - There is no FED form, or specific format, for submission of Lessons Learned documents. Please provide a point of contact information that the GIDEP users may contact for additional information.

7.10 SUSPECT COUNTERFEIT REPORTS.

7.10.1 CRITERIA - Suspect Counterfeit reports are Failure Experience documents that specifically address Suspect Counterfeit parts or materials.

7.10.2 GUIDELINES

- a. Reports are normally issued by the activity observing the suspect counterfeit problem. Suspect Counterfeit reports are coordinated with the supplier, and when required, with internal legal/investigative functions prior to release to the GIDEP Operations Center.
- b. Appendix E provides the detailed instructions for completing the Alert/Safe-Alert/Problem Advisory forms for reporting Suspect Counterfeit problems. Follow the instructions and note the changes that are required in reporting suspect counterfeit parts versus other non-conformance issues.
- c. Government agencies may use the GIDEP Agency Action Notice form to report suspect counterfeit parts.
- d. Notify the supplier, in writing, of your intent to issue an Alert/Safe-Alert/Problem Advisory (See Appendix C for sample notification letter.) It is recommended that the notification be sent registered mail or by FAX. E-mail is also acceptable. GIDEP recommends that the originating company confirm receipt of the notification documents.
- e. Allow a minimum of fifteen (15) working days for the supplier to respond. If the supplier does not respond, issue the report and follow-up with an amendment when a response is received. The supplier's response does not have to be in agreement with your organization's finding and analysis.

- f. We recommend that you also notify the manufacturer whose product may have been counterfeited. However, this is not required in reporting suspect counterfeit parts.
- g. Please note that the analysis of the problem (non-conformance, defect, etc.) by the supplier or the company whose product may have been counterfeited does not have to agree with the originator's technical review.
- h. GIDEP recommends against naming of the secondary brokers in the GIDEP form or any portion of the document originator's discussion, unless the originator's legal organization indicates otherwise.
- i. Do not attach any company sensitive or proprietary documentation without a proper release statement.
- j. Submit the signed Suspect Counterfeit report using an Alert/Safe-Alert/Problem Advisory form. Attach any relevant responses, supporting documentation, and notification letter(s) to gidep@gidep.org.

7.11 FED AMENDMENTS.

Amendments may be made any time after an FED document has been placed in the GIDEP database. As with the original Failure Experience documents, the amendments also must be factual and address the technical or non-conformance issues discussed in the original document.

- a. Amendments are normally coordinated with the originator and the manufacturer/activity against which the document has been written. The manufacturer/activity may send its response to the originator of the document to be released as an amendment to the original document. The proposed amendment may also be sent to the GIDEP Operations Center.
- b. Five (5) working days are allowed for acknowledgement to proceed. Note: this does not mean that the appropriate party has to agree with the proposed amendment. This a courtesy provided to them so that they are not "blind-sided".
- c. There may be rare instances when the originator wishes to cancel or withdrawal a document in its entirety. An amendment then is issued to cancel and to indicate the reason for the withdrawal of the original document. (Note: The original document cannot be removed from GIDEP database.)

7.12 ELECTRONIC REPORTING.

The templates for generating the forms for FED reports are available as part of Chapter 7 of the Operations Manual found on-line at <https://members.gidep.org>. The forms simplify the generation of Alerts, Safe-Alerts, Problem Advisories and Agency Action Notices. Submittal of electronic FED reports assists the GIDEP Operations Center during processing of reports, speeds up processing and reduces the cost of operating the GIDEP database. It is requested that whenever possible, FED reports be submitted electronically to GIDEP. Hardcopy format will also be accepted. Alerts, Safe-Alerts, and Problem Advisories must include:

- a. The completed form with the GIDEP representative's signature.
- b. A signed copy of the notification letter sent to the manufacturer (See Appendix C). E-mail is acceptable.
- c. All supporting documentation including failure analysis, laboratory and risk analysis reports.
- d. All of the manufacturer's response documentation (even if it does not agree with your position or is negative).
- e. All of the supplier's response documentation if Suspect Counterfeit related.
- e. GIDEP will review the report for completeness and consistency with the database format requirements. Major changes to the report are coordinated with the submitter; minor changes to nomenclature and document dates are not coordinated with the submitter.

7.13 WWW-BASED RETRIEVAL SYSTEM.

GIDEP is an on-line information service accessible via the Internet for government and industry participants. FED information is made available via the GIDEP WebPages to GIDEP users. The users may download part number information, report text, or images of individual reports. Participants may request to receive weekly "pushed" FED summaries. Participants may also request "Batch Match" processing of their internal parts lists, either on a one-time or continuing basis, against FED or all types of GIDEP documents.

7.14 REDISTRIBUTION OF REPORTS.

FED reports issued by GIDEP are limited to GIDEP participants in the United States and Canada. FED reports will not be sent to contractors/suppliers/government activities outside the United States and Canada. See Chapter 1, Program Summary, Paragraph 1.11, Distribution, for required control of redistribution of GIDEP information.

In addition, GIDEP participants must adhere to the distribution statement provided in a Limited Distribution AAN. The government only AANs must not be sent to contractors or Industry GIDEP participants. We recommend the contractors or Industry GIDEP participants contact the originator of the document for any information desired.

APPENDIX A

INSTRUCTIONS
FOR

COMPLETING

ALERT/SAFE-ALERT/PROBLEM ADVISORY
FORMS

APPENDIX A
INSTRUCTIONS FOR COMPLETING
ALERT/SAFE-ALERT/PROBLEM ADVISORY FORMS
(GIDEP Forms 97-1 and 97-2)

BLOCK NO.

INSTRUCTION

1. TITLE (Class, Function, Type, etc.)

Enter the class, function, type, etc., of the item, part, component, material, chemical, software, specification or process which is non-conforming. (You may use DLA Handbook H2/H6 for guidance or contact the GIDEP Operations Center for assistance.)

2. DOCUMENT NUMBER

Leave Blank. The GIDEP Operations Center will enter the ALERT/SAFE-ALERT/Problem Advisory number. The document number is composed of your participant code (See Roster); a dash; the letter 'A' for ALERT, 'S' for SAFE-ALERT; or 'P' for Problem Advisory followed by a dash; the government fiscal year (October to September); a dash; and your next sequence number. If you are amending the report, the GIDEP Operations Center will add a letter starting with 'A', in ascending order.

Examples:

S3-A-94-01

WR-S-94-03A

F3-P-97-01

3. DATE

Leave Blank. The GIDEP Operations Center will enter the date that the report is prepared. Date format is DD-MMM-YY.

Example:

20-AUG-96

4. MANUFACTURER

Enter the name of the manufacturer (of the item or service described in block 19, including the address. If more than one manufacturer or distributor is being cited, submit a separate report for each manufacturer. If a specification is the cause of the non-conformance, cite the cognizant authority that issued the specification.

5. PART NUMBER

Enter the part number of the original manufacturer or the value added manufacturer, depending on the origin of the non-conformance or defect.

6. NATIONAL STOCK NUMBER

Enter the government's National Stock Number(s) (NSN) for the parts. If unknown, enter the Federal Stock Class (FSC). Use DLA Handbook H2/H6 or CD-FICHE if available. The GIDEP Operations Center will review NSN's that may match part numbers identified in the report.

7. SPECIFICATION

Enter the procurement specification number to which the item was acquired or manufactured. For Commercial Off-The-Shelf (COTS) items, the referred-to specification must have previously been published. If the specification caused the non-conformance, indicate the responsible agency or activity in Block 4.

8. GOVERNMENT PART NUMBER

Enter the government part number(s) or government drawing number(s) described in Block 1.

9. LOT DATE CODE START

Enter the beginning lot date code when the manufacturer suspected non-conforming items began to be manufactured. Serial numbers and lot numbers should be included in the Block 19 discussion, if applicable. The date format will normally be YYWW where Y is the year and W is the week.

10. LOT DATE CODE END

Enter the latest lot date code identified with the reported non-conformance.

11. MANUFACTURER'S POINT OF CONTACT (POC)

Enter the name of the point of contact (POC) at the manufacturer's plant that should be contacted for information.

12. CAGE

Enter the CAGE (Commercial and Government Entity) Code for the company location where the parts were manufactured (see DLA Handbook H4/H8).

If the CAGE Code is unknown or doesn't exist, enter NONE. The Operations Center will verify the submitted CAGE Code, if any.

13. MFR. FAX

Enter the phone number of the manufacturer's POC facsimile (FAX) machine.

14. MFR. POC PHONE

Enter the phone number of the manufacturer's POC (current as of date of document)

15. MFR. E-MAIL

Enter the e-mail address of the manufacturer's POC (current as of date of document)

16. SUPPLIER

Enter "Not Applicable". Reserved for Suspect Counterfeit reports.

17. SUPPLIER ADDRESS

Enter "Not Applicable". Reserved for Suspect Counterfeit reports.

18. SUPPLIER CAGE

Enter "Not Applicable". Reserved for Suspect Counterfeit reports.

19. PROBLEM DESCRIPTION/DISCUSSION/EFFECT

Describe as accurately and concisely, as possible, the types of item(s) involved, number of items manufactured or involved, number of items tested, number of items non-conforming or failed, failure mode exhibited and cause of failure based upon your failure analysis. Provide any detailed information that may help GIDEP users determine if similar conditions may exist at the plant or activity. Attach any documentation including test reports, failure analysis, Scanning Electron Microscope (SEM) reports, field reports, photographs, etc. Include all correspondence with the manufacturer, distributor and other participants that may help to resolve the problem. If the originator is aware of a previously published FED on the same general problem, the document number(s) should be referenced in this block. Note! The manufacturer's or supplier's analysis of the problem, non-conformance, defect or safety condition cited does not have to agree with the originator's technical review. If the specification is the cause of the problem, describe the difficulty encountered when using the document. ALERTs/SAFE-ALERTs/Problem Advisories being

reissued to provide supplemental information or the manufacturer's response or information received from another source (participant) will contain the statement, "ALERT (or, SAFE-ALERT/Problem Advisory) IS AMENDED TO INCLUDE (*state reason*)". SAFE-ALERTs issued concurrently with letter of notification to the manufacturer, will contain the statement, "SAFE-ALERT IS ISSUED CONCURRENTLY WITH NOTIFICATION TO THE MANUFACTURER."

20. ACTION TAKEN/PLANNED

Describe actions your organization or the manufacturer is taking, or plans to take, to resolve the problem and prevent recurrence of the non-conformance, defect, or problem. Do not include statements such as "Manufacturer not recommended as a source". Do not make recommendations for actions that GIDEP participants should take regarding the issue.

21. DATE MFR. NOTIFIED

Enter the date of your letter of notification to the manufacturer. The date entered shall correspond to the latest copy of the notification provided to the Operations Center with the report.

22. MFR. RESPONSE

Check the appropriate block. You must attach all of the manufacturer's response (without modification or abridgement) if the block - REPLY ATTACHED is marked (even if it disagrees with your findings):

23. ORIGINATOR ADDRESS/POINT OF CONTACT

Enter the name of the person from the organization originating the report that GIDEP users may contact for additional information. Be sure to include the organization, address, and telephone number/e-mail address.

24. GIDEP REPRESENTATIVE

Enter the name of the GIDEP Representative - the Representative must be the one listed in the GIDEP Roster of Representatives. If the report is being issued by an organization not currently a participant in GIDEP, enter the name of the executive manager authorized to issue such reports.

25. SIGNATURE

Sign the ALERT, SAFE-ALERT, or Problem Advisory prior to forwarding the report to GIDEP. If the report is being submitted electronically, the submitter's authenticity will be verified by the Operations Center. The signature must match the name in block 24 and the registered GIDEP Representative in the Roster of Representatives.

26. DATE

Enter the date when the report is signed or, if electronically submitted, the date transmitted to GIDEP.

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

ALERT

1. TITLE (Class, Function, Type, etc.)		2. DOCUMENT NUMBER	
		3. DATE (DD-MMM-YY)	
4. MANUFACTURER AND ADDRESS	5. PART NUMBER		6. NATIONAL STOCK NUMBER
	7. SPECIFICATION		8. GOVERNMENT PART NUMBER
	9. LOT DATE CODE START		10. LOT DATE CODE END
11. MANUFACTURER'S POINT OF CONTACT (POC)	12. CAGE	13. MANUFACTURER'S FAX ()	
14. MFR. POC PHONE ()	15. MANUFACTURER'S E-MAIL		
16. SUPPLIER	17. SUPPLIER ADDRESS		18. SUPPLIER CAGE
19. PROBLEM DESCRIPTION / DISCUSSION / EFFECT			
20. ACTION TAKEN/PLANNED			
21. DATE MFR. NOTIFIED/ SUPPLIER NOTIFIED	22. MFR./SUPPLIER RESPONSE <input type="checkbox"/> REPLY ATTACHED <input type="checkbox"/> NO REPLY		23. ORIGINATOR ADDRESS/POINT OF CONTACT
24. GIDEP REPRESENTATIVE		25. SIGNATURE	26. DATE

GIDEP Form 97-1 (Sept 2009)

Figure 7.2 ALERT Data Form

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

SAFE ALERT

1. TITLE		2. DOCUMENT NUMBER	
		3. DATE (DD-MMM-YY)	
4. MANUFACTURER AND ADDRESS	5. PART NUMBER	6. NATIONAL STOCK NUMBER	
	7. SPECIFICATION	8. GOVERNMENT PART NUMBER	
	9. LOT DATE CODE START	10. LOT DATE CODE END	
11. MANUFACTURER'S POINT OF CONTACT	12. CAGE	13. MANUFACTURER'S FAX ()	
14. MFR. POC PHONE ()	15. MANUFACTURER'S E-MAIL		
16. SUPPLIER	17. SUPPLIER ADDRESS	18. SUPPLIER CAGE	
19. PROBLEM DESCRIPTION / DISCUSSION / EFFECT			
20. ACTION TAKEN/PLANNED			
21. DATE MFR. NOTIFIED/ SUPPLIER NOTIFIED	22. MFR./SUPPLIER RESPONSE <input type="checkbox"/> REPLY ATTACHED <input type="checkbox"/> NO REPLY	23. ORIGINATOR ADDRESS/POINT OF CONTACT	
24. GIDEP REPRESENTATIVE	25. SIGNATURE	26. DATE	

GIDEP Form 97-1 (Sept 2009)

Figure 7.3 SAFE-ALERT Data Form

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

PROBLEM ADVISORY

1. TITLE		2. DOCUMENT NUMBER	
		3. DATE (DD-MMM-YY)	
4. MANUFACTURER AND ADDRESS	5. PART NUMBER		6. NATIONAL STOCK NUMBER
	7. SPECIFICATION		8. GOVERNMENT PART NUMBER
	9. LOT DATE CODE START		10. LOT DATE CODE END
11. MANUFACTURER'S POINT OF CONTACT	12. CAGE	13. MANUFACTURER'S FAX ()	
14. MFR. POC PHONE ()		15. MANUFACTURER'S E-MAIL	
16. SUPPLIER	17. SUPPLIER ADDRESS		18. SUPPLIER CAGE
19. PROBLEM DESCRIPTION / DISCUSSION / EFFECT			
20. ACTION TAKEN/PLANNED			
21. DATE MFR. NOTIFIED/ SUPPLIER NOTIFIED	22. MFR./SUPPLIER RESPONSE <input type="checkbox"/> REPLY ATTACHED <input type="checkbox"/> NO REPLY		23. ORIGINATOR ADDRESS/POINT OF CONTACT
24. GIDEP REPRESENTATIVE		25. SIGNATURE	26. DATE

GIDEP Form 97-2 (Sept 2009)

Figure 7.4 PROBLEM ADVISORY Data Form

APPENDIX B

INSTRUCTIONS
FOR

COMPLETING

AGENCY ACTION NOTICE FORM

APPENDIX B
INSTRUCTIONS FOR COMPLETING
AGENCY ACTION NOTICE

Block

Instruction

1. TITLE

Enter the nomenclature of the items or system being reported or the title of the report/ notice.

2. DOCUMENT NUMBER

Leave this block blank. The document number will be assigned by the Operations Center. The document number is composed of the letters "AAN", a dash, the letter L (Limited Distribution) or U (Unlimited Distribution), another dash, the last two digits of the fiscal year, another dash, and the issue sequence number.

3. SUBMITTING AGENCY

Enter the official title of the government agency submitting the report.

Examples: Nuclear Regulatory Commission Defense Supply Center Columbus

4. AGENCY POC

Enter name, location, phone, and the e-mail address of the Agency Point of Contact (POC) with technical knowledge of the issue(s), in the event that GIDEP participants have questions regarding an Agency Action Notice.

5. DATE

Please leave blank - the GIDEP Operations Center will enter the date the document was released from GIDEP.

6. DISCUSSION

Provide a Limited Distribution statement, if desired.

Provide company names(s), address(es), CAGE codes(s), Part Number(s), NSN(s), Lot Date Codes, Point of Contact etc.

Provide a summary discussion of the problem and actions being taken to resolve the problem.

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

AGENCY ACTION NOTICE

1. TITLE		2. DOCUMENT NUMBER
		3. DATE
4. SUBMITTING AGENCY	5. AGENCY POC (NAME, ADDRESS, PHONE, MAIL)	
6. DISCUSSION		

GIDEP Form 97-3

Figure 7.5 Agency Action Notice Data Form

APPENDIX C

SAMPLE

**NOTIFICATION LETTER
TO THE MANUFACTURER**

SAMPLE NOTIFICATION LETTER TO THE MANUFACTURER

PARTICIPANT LETTERHEAD

Date:

Ref:

Manufacturer's Name
Street Address
City, State, Zip Code

Subject: PROPOSED (FED REPORT TYPE), (**DRAFT FED DOC NO.**) CONCERNING A PROBLEM WITH (ITEM, PRODUCT OR SERVICE NAME)

Dear (Name),

The enclosed draft of the subject report describes a problem with (*items/products/services*) supplied by your company on our purchase order (*number*). Fifteen (15) working days from the date of this letter, the enclosed (*FED REPORT TYPE*) will be forwarded to the Government-Industry Data Exchange Program for distribution to thousands of government and industry GIDEP participants.

Government and industry organizations participate in GIDEP to exchange information on parts, components, software, specifications, test equipment, materials and safety problems. GIDEP (*FED REPORT TYPE*) are issued to highlight problems that are of immediate concern to members of the GIDEP community.

We solicit your comments regarding the subject report. We request that your reply address:

1. What was the root cause of this problem?
2. What corrective actions are be take to prevent recurrence of this problem?
3. What lots or date codes are affected?
4. Does the problem describe in our (*FED REPORT TYPE*) affect similar items that were made using the same manufacturing processes by your company? Could this problem be systemic to similar items produced by other companies?

Written comments received by *(date)* will be included with the subject *(FED REPORT TYPE)* for distribution via the GIDEP system. Any written response received afterwards will be submitted as an amendment to the document. If you have any questions, please contact me at *(phone number)*. My FAX number is *(phone number)*. My e-mail address is *(e-mail address)*.

Sincerely,

(Signature)

(Type name)

GIDEP Representative

Encl: *(Draft FED Document Number)*

cc: GIDEP Operations Center

(*The correct *term/document type* must be inserted by the originator during generation of the letter in the *italicized* parenthetical expressions.)

APPENDIX D

RECOMMENDED BEST PRACTICES FOR FAILURE EXPERIENCE DATA

APPENDIX D

Internal GIDEP ALERT Processing Recommended Practice

The figure 7.6 flow diagram is a top-level graphic representation of information flow associated with the distribution of GIDEP information internal to any organization. This is a state of the art *paperless* electronic distribution system. The information may be handled by networks, WAN or LAN. The important note here is that the distribution system can (and should) be accomplished by utilizing the existing system infrastructure of the organization. The purpose of each of the flow diagram blocks is listed below.

GIDEP Representative receives electronic GIDEP information: All members of the GIDEP are required to have a Representative. This individual should have a broad engineering knowledge of parts, materials, and processes. The GIDEP Representative should perform the download process for retrieving information from GIDEP. It is also important that the peers of the GIDEP Representative have full confidence in this individual for the overall assessment and recommended of course of action for the handling of GIDEP information internally to the organization.

Supplier Database, Procurement History: This is a key element of timely resolution of GIDEP information. The GIDEP Representative should have direct access to information related to the suppliers used and part numbers purchased. This database should also contain information related to the receiving dock date and the program that purchased the material.

Determine Applicability: Using the supplier and procurement history databases, the GIDEP Representative will make an immediate determination as to whether there is a possibility that material has been received that could be suspect. The three important questions must be answered: Does the organization purchase material from the manufacturer identified? Has the specific part number or a derivative been purchased? Was material received/produced in a time frame that could include the suspect product?

Prepare and Distribute Summary Report: The purpose of the Summary Report is two fold. The report transmits the manufacturer, part number, and effected programs information to responsible organizational functions. Second, in the case that the information does not have immediate effect, the responsible parties are notified such that the material will not have future effects within the organization.

Local GIDEP Database: This database becomes the organizational source of GIDEP information. The database will include data elements that store information related to the programs effected, date code, part number, action recommendations and supplier. The important note here is that the information stored is that which will take time and effort to regenerate.

On Site Customer and or Representative: The Summary Report will contain information that should be shared with the on site customer and or his representative. Most Government Representatives will receive GIDEP information from the area office. However, it is important to work as a team when a part or material issue is reported. Early customer involvement can significantly reduce MRB cycle time.

Internal GIDEP ALERT Processing

Engineering, Material, Quality, Purchasing: The Summary Report must be transmitted throughout the organization to those individuals that can take action. The engineering functions must review and assess the impact of the GIDEP information as it relates to specific programs i.e.; a part that fails at -25° C may have no effect on a part that is used in support test equipment. The material function is responsible for containment of the suspect part/material. Quality will have the task of interfacing with the customer of the end item affected. Remember that in most circumstances the procurement activity will have the final authority as to the resolution of parts or components affected. Purchasing is responsible for stopping orders in process and interface with the manufacturer of suspect parts materials. In any event, engineering, material, quality, and purchasing must form a team to coordinate an activity for determining an action plan that will be acceptable to the procurement activity.

Program Review and Assessment: A team of representatives from engineering, material, quality, purchasing and the customer determine an acceptable course of action for material and equipment disposition. This disposition may include the development of special screening, testing, retrofit, scrap, etc.

Customer: The end item procurement activity. The customer will typically have the ultimate authority for the disposition of suspect material installed in equipment.

Closure Report: A report or notice of action that is written to document the results of the Program Review and Assessment. This report or a summary thereof is transmitted to the GIDEP Representative. This report becomes one of the driving elements for cost avoidance reporting.

GIDEP Process Map (Receive) Recommended Practice

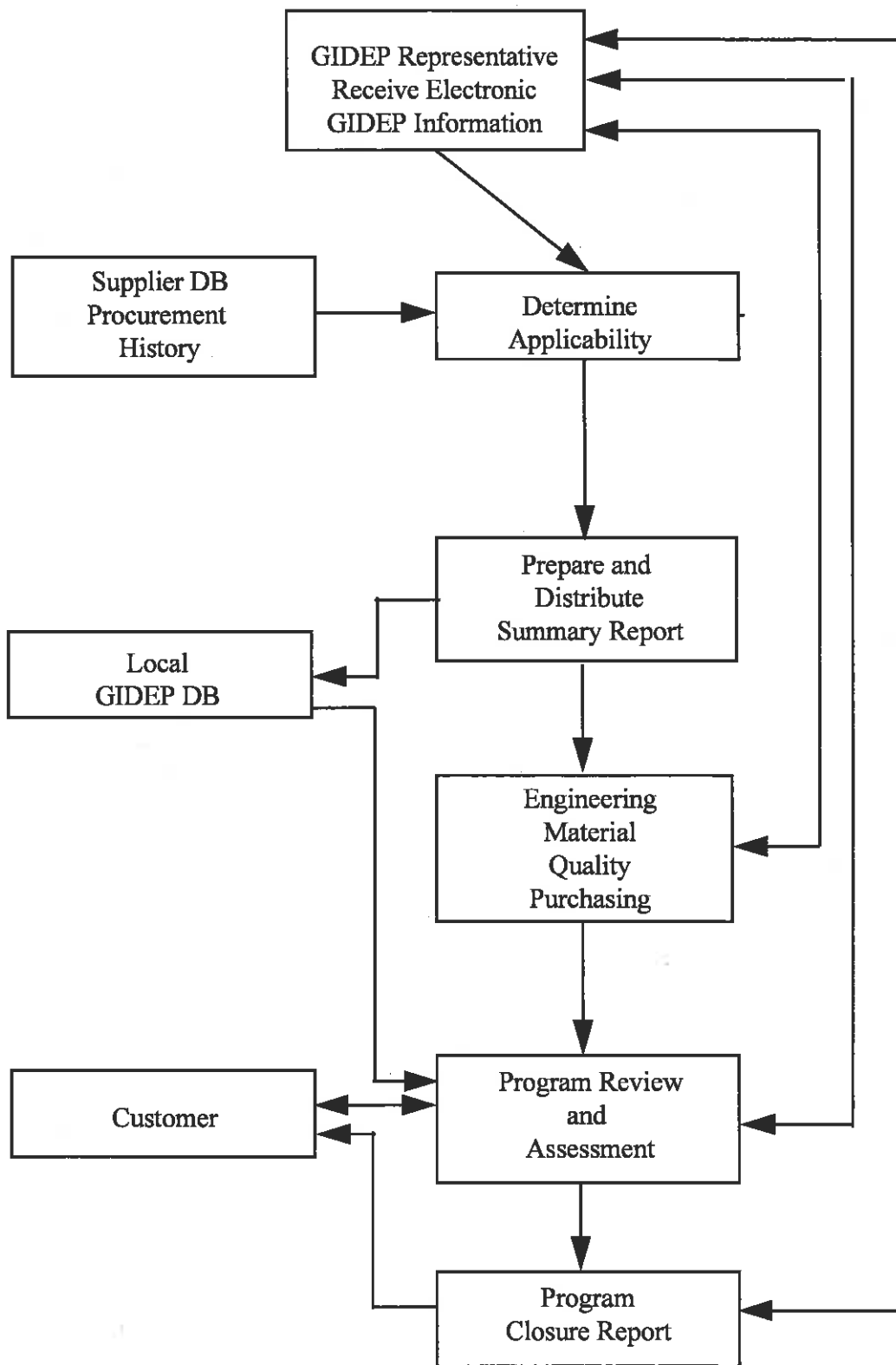


Figure 7.6 GIDEP Process Map (Receive)

GIDEP ALERT Submittal Processing Recommended Practice

The flow diagram shown in figure 7.7 is a top level graphic representation of information flow associated with the submission of Alert information the GIDEP Operations Center. Use of a state of the art *paperless* electronic distribution system throughout the process is recommended. The information may be handled by networks, WAN or LAN. The important note here is that the information transmittal can (and should) be accomplished by utilizing the existing system infrastructure of the organization. The purpose of each of the flow diagram blocks is listed below.

GIDEP Representative notified of lot or process information: All participants in GIDEP shall have a representative. This individual should have a broad engineering knowledge of parts, materials, and processes. In addition, the GIDEP Representative must be knowledgeable of **GIDEP Operations Manual, Chapter 7, Failure Experience Data**. It is also important, that the peers of the GIDEP Representative have full confidence in this individual for the overall assessment and recommendation of courses of action for the handling of GIDEP information to be published external to the organization. When notified by an internal source (engineering, reliability, quality, manufacturing, etc.) that there is a problem or failure, the GIDEP Representative shall determine if the specific instance meets the criteria of Chapter 7.

Prepare GIDEP Text Draft: The GIDEP Representative shall prepare a formal draft document that addresses all of the information blocks of GIDEP Form 97-1/97-2. Information related to Lot Date Code and or serial number and manufacturer part number is critical to GIDEP participants. The draft copy should be sent to the requester, the legal advisor and the part manufacturer. This document should be sent in parallel to the aforementioned individuals.

The Requester: The individual requesting information be published through the GIDEP shall review the draft text for accurate technical and problem statements. Changes must be coordinated with the GIDEP Representative.

The Manufacturer: The manufacturer shall be notified of the pending GIDEP publication by the GIDEP Representative. The manufacturer should review the draft text. The manufacturer should comment and/or submit to the GIDEP Representative any changes or a statement to be included with the GIDEP information release as appropriate. This will occur within fifteen working days per Chapter 7 requirements.

Legal Council: The submitting organization's legal council should review the GIDEP draft for possible litigation issues. Recommendations should be coordinated with the GIDEP Representative.

Compile Comments: The GIDEP Representative shall review comments and make appropriate changes to the draft text to produce the final document. Copies of the documentation received from the manufacturer must be included in the final report to be a legal and acceptable document, even if the manufacturer draws different conclusions from the submitters.

Submit Document: The GIDEP Representative shall transmit the final version document to the GIDEP Operations Center for distribution to all GIDEP participants.

GIDEP Process Map (Submit)

Recommended Practice

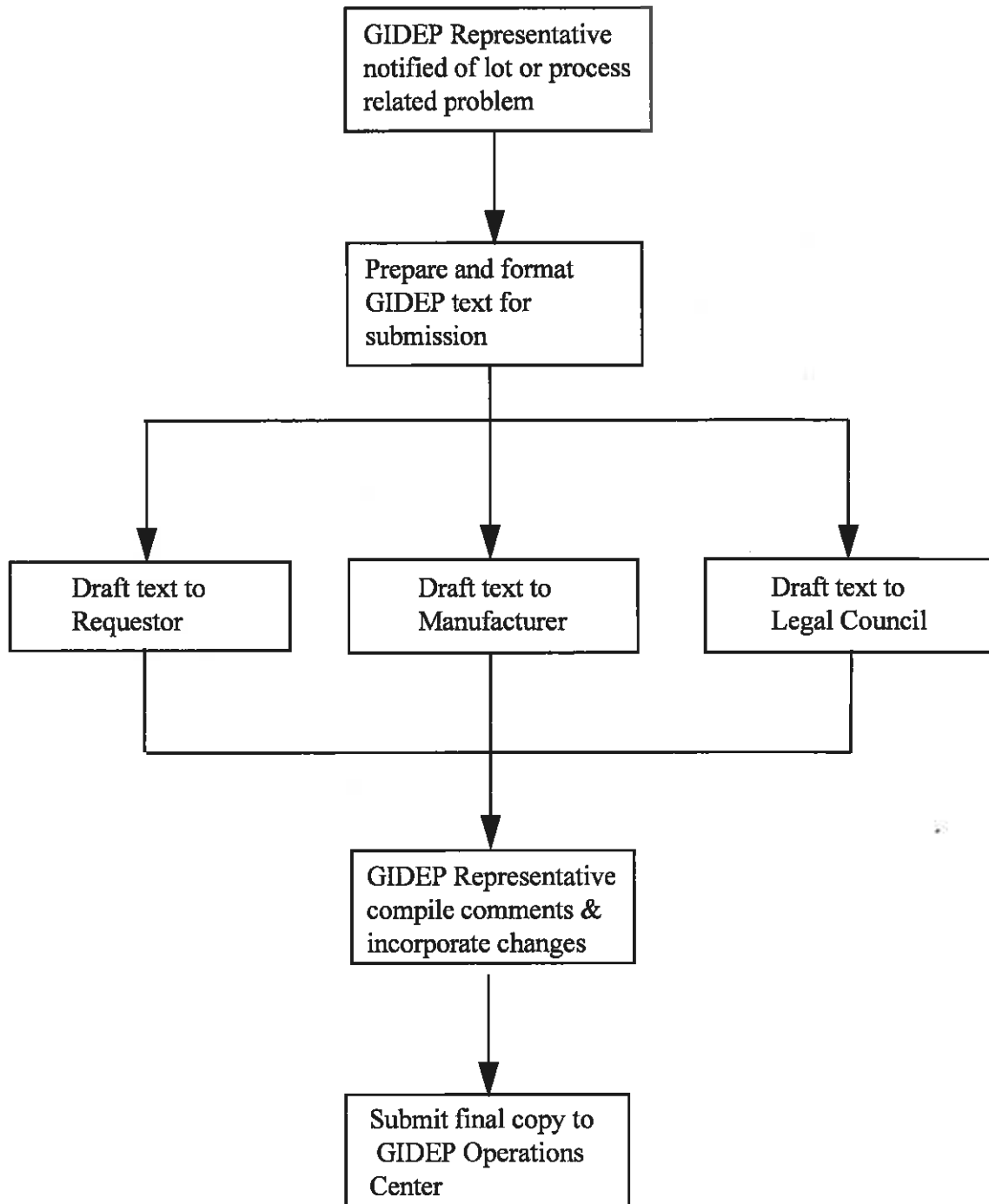


Figure 7.7 GIDEP Process Map (Submit)

APPENDIX E

INSTRUCTIONS
FOR

REPORTING SUSPECT COUNTERFEIT PARTS
USING

ALERT/SAFE-ALERT/PROBLEM ADVISORY
FORMS

APPENDIX E
INSTRUCTIONS FOR REPORTING
SUSPECT COUNTERFEIT PARTS
USING ALERT/SAFE-ALERT/PROBLEM ADVISORY FORMS
(GIDEP Forms 97-1 and 97-2)

BLOCK NO.

INSTRUCTION

1. TITLE (Class, Function, Type, etc.)

Enter “**Suspect Counterfeit**,” then enter the class, function, type, etc., of the item, part, component, material, chemical, software, specification or process that is suspected as being counterfeit. You may use DLA Handbook H2/H6 for guidance or contact the GIDEP Operations Center for assistance.

2. DOCUMENT NUMBER

Leave Blank. The GIDEP Operations Center will enter the Alert/Safe-Alert/Problem Advisory number. The number is composed of your participant code (See Roster); a dash; the letter 'A' for Alert followed by a dash; the government fiscal year (October to September); a dash; and your next sequence number Example: E7-A-07-01

3. DATE

Leave Blank. The GIDEP Operations Center will enter the date that the report is prepared.

4. MANUFACTURER

Enter the name of the manufacturer whose product may have been counterfeited.

Note: This reporting convention is necessary to facilitate GIDEP database searches for suspect counterfeit products and is by no means intended to imply that the manufacturer identified in block 4 is involved with the suspect product. Most GIDEP participants use the data in block 4 to identify potential problem items on their parts lists or inventories.

5. PART NUMBER

Enter the part number as marked on the suspect counterfeit product.

6. NATIONAL STOCK NUMBER

Enter the National Stock Number(s) (NSN) if marked on the suspect counterfeit product.

7. SPECIFICATION

Enter the procurement specification number if marked on the product or packing material.

8. GOVERNMENT PART NUMBER

Enter the government part number(s) or government drawing number(s) described in Block 1.

9. LOT DATE CODE START

Enter the beginning lot date code as marked on the suspect counterfeit product. Serial numbers and lot numbers should be included in the Block 19 discussion, if applicable. The date format will normally be YYWW where Y is the year and W is the week.

10. LOT DATE CODE END

Enter the latest lot date code identified with the reported suspect counterfeit product.

11. MANUFACTURER'S POINT OF CONTACT (POC)

Enter "Not Applicable" unless permission granted to publish the point of contact (POC) at the company whose product was counterfeited

12. CAGE

Enter the manufacturer CAGE (Commercial and Government Entity) Code.

13. MANUFACTURER'S FAX

Enter "Not Applicable" unless permission granted to publish the POC information.

14. MANUFACTURER'S PHONE

Enter "Not Applicable" unless permission granted to publish the POC information.

15. MANUFACTURER'S E-MAIL

Enter "Not Applicable" unless permission granted to publish the POC information.

16. SUPPLIER

Enter the name of the primary supplier the suspect counterfeit part was purchased from.

17. SUPPLIER ADDRESS

Enter the primary supplier's address.

18. SUPPLIER CAGE

Enter the supplier CAGE (Commercial and Government Entity) Code.

19. PROBLEM DESCRIPTION/DISCUSSION/EFFECT

Provide only fact-based information. Describe as accurately and concisely, as possible, the types of item(s) involved, number of items manufactured or involved, number of items tested, number of items non-conforming or failed, failure mode exhibited and cause of failure based upon your failure analysis.

Provide any detailed information that may help GIDEP users determine if similar conditions may exist at the plant or activity. Attach any documentation including test reports, failure analysis, Scanning Electron Microscope (SEM) reports, field reports, photographs, etc.

Include the following paragraph - *“Note: The manufacturer identified in block 4 is the entity whose product may have been counterfeited. This reporting convention is necessary to facilitate GIDEP database searches for suspect counterfeit products and is by no means intended to imply that the manufacturer identified in block 4 is involved with the suspect product.”*

20. ACTION TAKEN/PLANNED

Describe actions your organization, the manufacturer whose product was counterfeited, or the supplier is taking, or plans to take, to resolve the problem and prevent recurrence of the non-conformance, defect, or problem. Do not make recommendations for actions that GIDEP participants should take regarding the issue. Details of legal actions are not recommended.

21. DATE SUPPLIER NOTIFIED

Enter the date of your letter of notification to the **supplier**. The date entered shall correspond to the latest copy of the notification provided to the Operations Center with the report.

22. SUPPLIER RESPONSE

Check the appropriate block. You must attach all of the supplier's response (without modification or abridgement) if the block - REPLY ATTACHED is marked (even if it disagrees with your findings).

23. ORIGINATOR POINT OF CONTACT

Enter the name of the person from the organization originating the report that GIDEP users may contact for additional information. Also, enter the name of the organization and address.

24. GIDEP REPRESENTATIVE

Enter the name of the GIDEP Representative.

25. SIGNATURE

Sign the appropriate form prior to forwarding to GIDEP. If the report is being submitted electronically, the submitter's authenticity will be verified by the Operations Center. The signature must match the name in block 24 and the registered GIDEP Representative in the Roster of Representatives.

26. DATE

Enter the date when the report is signed or, if electronically submitted, the date transmitted to GIDEP.

Suspect Counterfeit Reporting Guidance

(See Appendix E for complete instructions)

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM		
ALERT		
1. TITLE	2. DOCUMENT	3. DATE
4. MANUFACTURER AND ADDRESS	5. MFR. PART NUMBER	6. MANUFACTURER STOCK NUMBER
7. SPECIFICATION	8. LOT DATE CODE START	9. LOT DATE CODE END
10. MANUFACTURER'S POINT OF CONTACT	11. MFR. POC PHONE	12. MFR. POC EMAIL
13. SUPPLIER	14. SUPPLIER ADDRESS	15. SUPPLIER CAGE
16. PROBLEM DESCRIPTION / DISCUSSION / EFFECT		
17. ACTION TAKEN / PLANNED		
18. DATE MFR. NOTIFIED	19. MFR./SUPPLIER RESPONSE	20. ORIGINATOR
21. DATE		22. SIGNATURE

Insert "Suspect Counterfeit,"

Put the part identifier, as marked on the product, in the 'Part Number' block

Put the name of the the manufacturer whose product may have been counterfeited (To facilitate BOM search... not intended to impugn the impacted manufacturer.)

Blocks 11, 13-15 if permission granted put mfr info, otherwise, "Not Applicable"

Put the supplier information in blocks 16-18

Include the following paragraph...
"The manufacturer identified in block 4 is the entity whose product may have been counterfeited. This reporting convention is necessary to facilitate GIDEP database searches for suspect counterfeit products and is by no means intended to imply that the manufacturer identified in block 4 is involved with the suspect product."

Submit draft copies of documents for comment to:
•Companying supplying suspect product (required)
•Impacted manufacturer (recommended)
After 15 working days, attach signed form, all responses, supporting documentation, and supplier notification letter to GIDEP

Insert the date the supplier was notified

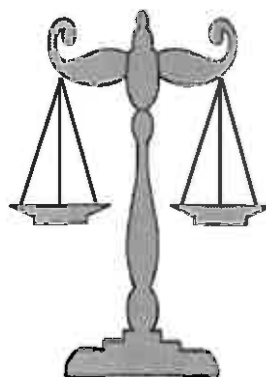
Figure 7.8 Suspect Counterfeit Reporting Guidance



OPERATIONS MANUAL

METROLOGY DATA

CHAPTER 8



NOVEMBER 1994

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

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CHAPTER 8 METROLOGY

8.1 INTRODUCTION

The GIDEP Metrology database is a collection of measurement science documents, including calibration procedures, technical manuals, measurement analytical studies, hardware specifications, measurement papers by renown authors in metrology. The GIDEP Metrology database is designed for the electronic exchange of metrology information between government and industry participants throughout the United States and Canada.

This chapter provides the GIDEP procedures for submittal, access, and distribution of metrology data.

8.2 SCOPE

The GIDEP Metrology database includes a wide range of measurement technology data, test and measurement systems information, fundamental standards, measurement traceability, calibration management systems, and authoritative technical papers on measurement sciences from the various national measurement laboratories. Documents prepared by participant activities, are collected and submitted by the participant's GIDEP Representative to the GIDEP Operations Center.

The metrology data is indexed in the GIDEP database. The actual documents are available on microform because of the amount of graphical information contained each document. Calibration procedures and selected documents received after 1994 are electronically down-loaded as text and image files. Documents prior to 1994 are archived on microform, primarily microfiche.

8.3 POLICY

Each participant should submit to GIDEP, measurement science related documents, including those on software, generated by their organization (or coming into their possession) in the normal course of business. These submittals include measurement and calibration procedures, technical manuals, and related metrology documents. The metrology data is reviewed and processed in accordance with the Metrology Data Decision Tree shown in figure 8.1. Copyrighted metrology documents may be submitted to the GIDEP database when permission to distribute is provided by the copyright holder.

In order to maintain their membership, each industry or government participant must submit an annual utilization report documenting the benefits, particularly the cost avoidance, which resulted from utilizing documents during the preceding year (Refer to Chapter 5, GIDEP Utilization Reporting).

8.4 DEFINITIONS

8.4.1 CALIBRATION PROCEDURE. A detailed procedure for the periodic verification of the accuracy of test, diagnostic, and measurement equipment. A calibration procedure may be a either document or a description of a computer software format.

- 8.4.2 TECHNICAL MANUAL.** A document providing detailed maintenance, and/or repair, and/or operation instructions. A TECHNICAL MANUAL may be in either hardcopy or computer compatible format.
- 8.4.3 GENERAL METROLOGY DOCUMENT.** For GIDEP classification purposes, any report on measurement science related topics, or containing metrology data, not fitting either of the two previous categories, but containing information of interest to individuals in the measurement community, especially Metrologists, metrology technicians, and engineers.
- 8.4.4 UNLIMITED DISTRIBUTION.** Distribution of a metrology document which is available to all GIDEP participants. Unlimited metrology documents are distributed electronically to all authorized GIDEP database users (See Chapter 2, Participation Requirements).
- 8.4.5 LIMITED DISTRIBUTION.** Distribution of a metrology document may be controlled by a limited distribution statement. The distribution statement is generated in accordance with applicable government directives by the originator and determines who may have access to the document. *GIDEP does not establish or remove the limited distribution statement.*

8.5 GUIDELINES FOR DATA SUBMITTALS

All appropriate metrology related documents and other software (except data which is proprietary or classified), should be submitted to the GIDEP Operations Center for inclusion into the Metrology Data Base. Submittal of metrology related data is a continuing responsibility of the participant's designated GIDEP Representative for each activity. General guidelines are:

- a. Documents should be of interest to other using organizations.
- b. Documents should be submitted in electronic format (i.e., 3.5" floppy disk, FTP file transfer, E-Mail) whenever possible.
- c. Amendments and/or revisions to documents should be submitted within reasonable time frame to ensure the currentness, integrity and accuracy of the data base.
- d. NCSL recommended practice, "RP3 Recommended Practice for the Preparation of Calibration Procedures", is a suggested guideline for the preparation of procedures and other documents for submittal. (RP3 *may* be obtained from the National Conference of Standards Laboratories (NCSL), Boulder, CO.) A participant's document preparation format may be acceptable, if it contains title, date and document number.
- e. Copyrighted documents with permission to electronically distribute by GIDEP.
- f. A list of the types of documents shown in Appendix A. The list is not an inclusive of all the documents which could be submitted.

8.6 DISTRIBUTION OF DATA

Authorized participation in GIDEP entitles the participant access to the GIDEP on-line database system. Metrology documents are accessed by using computer-assisted retrieval from a computer terminal and is most efficient method of obtaining GIDEP documents.

Documents which do not reside as electronic text and image files in the GIDEP data base, will be provided by the GIDEP Operation Center by request. Documents classified as Technical Manuals are available by request from the Operations Center on a case-by-case basis.

The GIDEP Representative is responsible for obtaining their organization's users passwords for computer access to Metrology Data. The Representative serves as the central point of contact for GIDEP to maximize the use of metrology data and GIDEP Metrology data base.

8.7 METROLOGY INFORMATION SERVICES

GIDEP is an officially designated repository for metrology documents issued by the National Institute of Standards and Technology (NIST) [NOTE: NIST was formerly known as the National Bureau of Standards (NBS)]. Older documents may have been indexed as "NBS" rather than "NIST". The GIDEP Operations Center has included an index of all NIST (or NBS) documents published since 1 January 1965, as an integral part of the GIDEP METROLOGY data base. Selected measurement science related documents issued between January 1965 and December 1976, and deemed appropriate to the objectives of the GIDEP METROLOGY data base, were microfilmed. NIST documents received after 1 January 1977 have been microfilmed. NIST documents received after 1 January 1994 were converted to electronic text and image files.

8.8. URGENT DATA REQUESTS

The Urgent Data Request system (UDR) allows a participant to query other GIDEP Participants to obtain metrology data unavailable from local sources. Whatever the information the user may need, (e.g. quality planning, hardware service reliability, exotic instrument calibration and/or repair, unusual hardware procurement sources, etc.) the UDR can provide a valuable resource for obtaining information. Procedures for UDRs are provided in Chapter 10 Urgent Data Request.

GIDEP Participants have access to entire GIDEP data bases. Other types of data available from the GIDEP data base is described in the following chapters of the Operations Manual:

Engineering Data	Chapter 6
Failure Experience Data	Chapter 7
Product Information Data	Chapter 11
Reliability-Maintainability Data	Chapter 9.

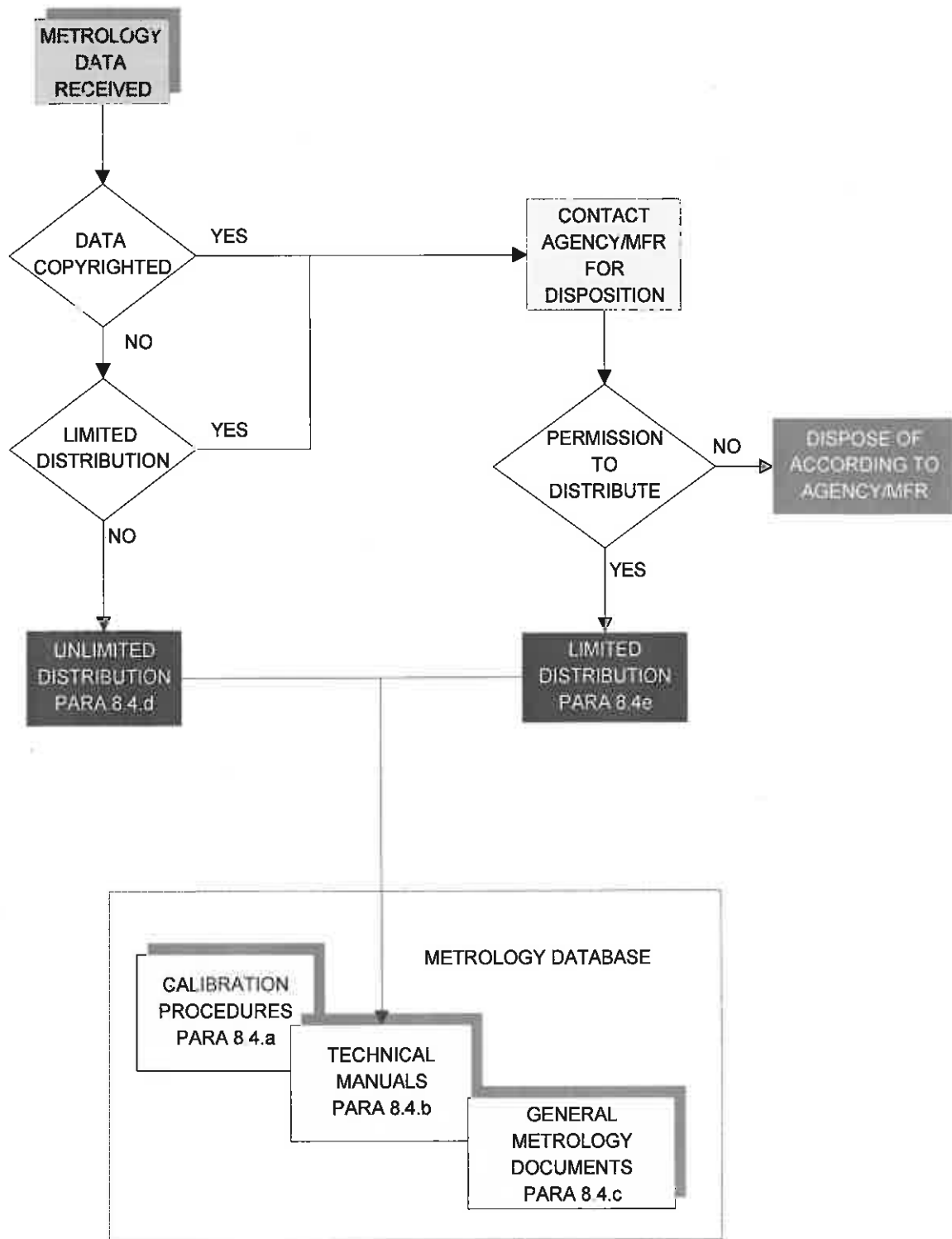


Figure 8.1 Metrology Data Decision Tree

APPENDIX A

TYPES OF DOCUMENTS IN THE METROLOGY DATA BASE

APPENDIX A

TYPES OF METROLOGY REPORTS

- Reports experiments and theory associated with measurement statistics, measurement analysis, measurement error prediction, or the theory and design of experiments.
- Calibration procedures for calibration of test, measurement and diagnostic instruments, including automated calibration equipment and test equipment.
- Objective and comprehensive evaluation tests for evaluating performance of test equipment or an instrument (i.e., comparison of several alternate models to select one best suited for a given application).
- Evaluation test reports from evaluation of manufacturer's specifications for test and measurement equipment and systems.
- Failure reports which identify instrumentation failed to perform satisfactorily under specified conditions.
- Problem with instrumentation families and recommended corrective actions.
- Calibration recall systems and intervals.
- Maintenance procedures pertaining to test, measurement and diagnostic equipment.
- Preservation instructions and procedures for storing and shipping test and measurement equipment.
- Operations manuals for test equipment or related measurement hardware.
- Automatic test equipment (ATE) software programs for automated calibration, test and measurement equipment. Programs may be shared between participants upon request.
- Training aids including presentation material, trainer and student guides.
- General metrology documents and reports on the field of metrology including bibliographies.
- Calibration facilities requirement documents for selection, design, layout, environmental controls and specifications for calibration laboratories.
- Calibration requirements documents which provide technical guidance for the preparation of calibration procedures to achieve uniformity and consistency in the designation of calibration requirements. They cover test requirements for selected generic classes of test and monitoring systems. These documents provide guidelines for the following data:

- (b) Rationale for performing tests
 - (c) Choice of test points
 - (d) Guidance for combination and sequence of tests to minimize testing time
 - (e) Functional check information.
- Technical requirements providing policies, rationale, and guidelines concerning technical elements of a metrology and calibration program. Technical requirements documents provide a baseline for technical decisions to be applied to the analysis of calibration requirements, determination of calibration approaches, selection and application of calibration equipment, preparation and review of calibration procedures, calibration interval analysis, and related calibration support requirements for test and monitoring systems.
 - Instrument calibration techniques which provides general instructions for calibrating physical/mechanical test instruments to specified standards.
 - Engineering documents which provided information regarding various types of test and monitoring systems and provide a general overview of how various parameters are determined and disseminated in a metrology and calibration program. The documents may also provide instruction on the maintenance of various standards (e.g., Care and handling of mercury).
 - Technical documents which describe the results of investigations into various measurement methods (e.g., Frequency Span Accuracy Test for Spectrum Analyzer), general information on equipment use or maintenance (e.g., Nickel-cadmium batteries, torque tool sealant application) or standard requirements for various test and monitoring systems (e.g., Electro-optical laboratory facilities recommendation).
 - Training manuals which provide instructions in the training, use or calibration of test and measuring equipment (i.e., Training in phase package standards, calibration of dimensional measurements, or calibration of panel meters). Includes documents providing guidelines for establishment of a local calibration program.

RELIABILITY-MAINTAINABILITY DATA INTERCHANGE

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May 2002

GIDEP OPERATIONS MANUAL

Chapter 9 RELIABILITY-MAINTAINABILITY DATA INTERCHANGE

9.1 INTRODUCTION

This chapter of the GIDEP Operations Manual provides guidance for the submittal, access and distribution of reliability and maintainability (R&M) data. The types of R&M data accepted include reliability, maintainability, and availability information on parts, assemblies, and systems, as well as software, materials, processes and applications which are based on various reliability concepts, data and assessments. Primarily, the GIDEP database contains reliability related information for mechanical, electronic, electromechanical, microelectromechanical (MEM), pneumatic, and hydraulic items for both Military and Commercial-Off-the-Shelf (COTS) products, including Plastic Encapsulated Microcircuits (PEMs).

9.2 OBJECTIVE

The GIDEP reliability database offers an electronic exchange of reliability information between government and industry participants throughout the United States and Canada with the primary goal of reducing the high cost of unreliability by offering specific reliability data, useful reliability concepts and practical engineering tools to the engineers and managers for making reliability decisions

9.3 GUIDELINES

9.3.1 Data Submittal. Each participant should submit reliability related data and documents including those on maintainability and availability. The submittals could range from a document containing general reliability information to those containing part(s) specific data. Upon review and approval, the submittals will be processed and included in the GIDEP.

A limited distribution statement may be used to control distribution of a reliability document and must be defined on the document. GIDEP does not establish or remove the limited distribution statement.

GIDEP does not accept classified or proprietary data, except if the proprietary data is accompanied with release correspondence. Any information with a copyright statement must have a document release attached.

All appropriate reliability information should be submitted, preferably in electronic format, to the GIDEP operations center.

Email data to: gidep@gidep.org

GIDEP participants could also provide a company web site containing reliability reports, which may qualify as participant data submittals. Upon review and approval, GIDEP operations center will download the reports and include in the GIDEP database.

Hardcopies or diskettes may be mailed to:

GIDEP Operation Center
Attention: Reliability Data
P.O. Box 8000
Corona, CA 92878-8000

Because of poor quality of transmission, facsimile submissions are not encouraged.

Documents submitted to GIDEP in paper form are converted to text by optical character reader (OCR) process.

9.3.2 Data Access. GIDEP participants are allowed access to the online database, which contains the reliability data as well as other types of data. Since some information may not properly convert to text, GIDEP recommends obtaining document images or PDF over the processed text. Pre 1993 documents contain limited information and do not reside as text and image files in the database. GIDEP operations center will provide these documents upon request within 24 hours. The phone number is 909-273-4677.

GIDEP participants are also allowed access to the GIDEP Members web site (<http://members.gidep.org>), which contains an extensive amount of information on the types of products and services available only to the participants. In addition to the online database, GIDEP offers other products such as the online utilization reporting, participant directory and quarterly newsletter. Some of the services include the weekly push mail, parts batching, training, GIDEP forum, Urgent Data Request (UDR) and help desk. The help desk personnel is available Monday-Friday, 6:30 AM – 5:30 PM Pacific Time.

Each GIDEP data type has its own unique web page. GIDEP Reliability data page offers additional sources of reliability information, including the most visited documents summary, monthly index, and links to other data sources.

9.3.3 Internal Data Distribution. GIDEP reliability data may be distributed to all potential users within a participant's organization, provided that the GIDEP distribution policy is followed.

9.3.4. Reliability Data Usage. The following delineates some helpful hints in using the GIDEP reliability data.

1. Review weekly push mail summaries. Push mail is generated as a convenience to GIDEP representatives to obtain an overview of information without having to access the database. If a part or title in the listings is of interest, the corresponding document can be retrieved from the database.

2. Search the GIDEP online database. Perform keyword searches or use other searchable fields to find the pertinent reliability data.
3. Call the operations center help desk to access older reliability documents.
4. Search other reliability data sources. Visit the reliability links provided on the GIDEP reliability web page to find other data sources and technical papers.
5. Send an Urgent Data Request (UDR). Query the entire GIDEP community to obtain information not immediately available from the GIDEP database or other sources.
6. Complete an online utilization form to report the value of documents used. Utilization reporting justifies the funding of GIDEP and is used as a measure of its effectiveness.

9.4 Data Types

Each reliability data submittal will be categorized as one of the following four types. These are referred to as document designators (DD) in the GIDEP database. They are:

1) Methodology Data (DD=RM), 2) Prediction Data (DD=RP), 3) Failure Analysis (DD=FA), and 4) Reliability/Failure Statistics Data (DD=RS).

9.4.1 Methodology Data (DD=RM). Any report that addresses reliability allocation, modeling and prediction techniques, specific design approaches and analytical assessment tools to determine reliability unknowns. This category also includes general analyses or technical papers on reliability, maintainability, and availability. Examples are as follows.

1. Reliability modeling
2. Reliability allocation
3. Reliability by design tools and techniques
 - a. Failure Modes, Effects and Criticality Analysis (FMECA)
 - b. Failure Mode and Effects Analysis (FMEA)
 - c. Electrical stress analysis
 - d. Thermal stress analysis
 - e. Worst case analysis
 - f. Sneak circuit analysis
 - g. Fault tree analysis
 - h. Derating
4. Reliability prediction techniques
5. Reliability growth
6. Design of experiments and Analysis of Variance (ANOVA)
7. Reliability management
8. Reliability policies
9. Reliability manuals
10. Reliability and costs
11. Warranty studies
12. Product liability
13. Quality assurance

14. Reliability/Maintainability training
15. Maintenance strategies

9.4.2 Prediction Data (DD=RP). This category includes studies and reports on predicted life of parts, assemblies and systems.

9.4.3 Failure Analysis (DD=FA). Any evaluation or analysis that addresses the origin or root cause of a failure, part failures or part suitability.

1. Failure Analysis (FA) reports
2. Destructive Physical Analysis (DPA) reports
3. Part construction/suitability analysis reports

9.4.4 Reliability/Failure Statistical Data (DD=RS). This type includes reports that contain reliability, failure, and maintainability data. Examples are as follows.

1. Reliability qualification test data
2. Accelerated life test data
3. Environmental Stress Screening (ESS) results
4. Field failure data
5. Part performance/specification data (datasheets)
6. Reliability demonstration test data
7. Maintainability demonstration test data
8. Product acceptance data
9. Environmental testing data
10. Failure Reporting and Corrective Action Systems (FRACAS) data
11. Reliability in manufacturing results (Statistical Process Control (SPC))



OPERATIONS MANUAL

URGENT DATA REQUEST

CHAPTER 10

MAY 1999

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

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Chapter 10 URGENT DATA REQUEST SYSTEM

10.1 INTRODUCTION

GIDEP provides a unique means of communication between participants to obtain information not immediately available from the GIDEP database or other sources. This chapter provides the procedures for preparation of, issuance of, and response to, Urgent Data Requests (UDRs).

10.2 URGENT DATA REQUEST GUIDELINES

10.2.1 UDR CRITERIA

- (1) Only a GIDEP representative may submit the UDR.
- (2) The request must be for specific information.
- (3) UDRs may not be used as advertising or sales media.
- (4) UDRs will only be used to supplement other information sources available to the user.

10.2.2 RULES AND REGULATIONS FOR UDRs

- (1) Search the GIDEP database, internal sources and other external sources prior to submitting the UDR.
- (2) Issue UDRs where requiring information for:
 - (a) Test reports or information for a specific item.
 - (b) Failure rate and reliability information.
 - (c) Calibration procedures and technical manuals.
 - (d) Part replacement, substitution data and source data.
- (3) Complete the UDR (DD Form 2002), (Figure 10.1), in accordance with Appendix A.
- (4) Make the form as complete as possible. Do not use ambiguous or vague statements.

10.3 UDR SUBMITTAL

- (1) Before submitting a UDR, the GIDEP representative may be able to obtain relevant information more quickly by contacting a GIDEP representative at other activities by using the on-line Roster of Representatives.
- (2) UDRs should be typed, not handwritten.
- (3) The UDR may be submitted to the GIDEP Operations Center by:
 - Electronic Mail (e-mail), gidep@gidep.corona.navy.mil
 - Facsimile to GIDEP FAX machine, (909) 273-5200
 - Postal service to: GIDEP Operations Center, P.O. Box 8000, Corona, CA 91718-8000

10.4 RESPONSIBILITIES

10.4.1 The GIDEP Representative (Originator). The GIDEP representative is responsible for:

- (1) Contacting other GIDEP representatives registered in the GIDEP Roster of Representatives for information when appropriate.
- (2) Ensuring that pertinent details are included in the UDR (DD Form 2002) to preclude ambiguous interpretation of the information requested.
- (3) Maintaining a log of UDRs and responses for input to their Annual Utilization Report.
- (4) Recording the benefits and/or prevention of unplanned expenditures accrued as a result of information received from the UDR.
- (5) Providing the Operations Center the information requested in paragraph 10.4.2(6) as appropriate.

10.4.2 The GIDEP Operations Center. Upon receipt of proposed UDRs, the Operations Center will:

- (1) Review the UDR to determine if it is complete and meets the criteria provided herein.
- (2) Distribute the UDR within 48 hours.
- (3) Maintain a log of all UDRs received and distributed.
- (4) Notify participants of UDR availability via the GIDEP WebPages – <http://www.gidep.org/>
- (5) Send all registered UDR requesters the full UDR upon being committed to the GIDEP database.
- (6) Contact the UDR originator by e-mail or by phone thirty (30) calendar days after electronic distribution of the UDR to obtain the following information:
 - a) Was the UDR responded to?
 - b) Who were the responders?
 - c) What did the responders provide?
 - d) Is there an estimated prevention of unplanned expenditures?
 - e) If the UDR was an information gathering effort, can the data provided be included as a report in the GIDEP database?
 - f) To conclude the phone conversation, the Operations Center will remind the UDR originator to either submit a partial prevention of unplanned expenditures report or include the prevention of unplanned expenditure estimates in their Annual Utilization Report submittal.
- (7) Assign the responsibility of the e-mail or phone call to the appropriate Operations Center Point of Contact (POC) [based on the subject matter of the UDR]. Examples of assignment include:
 - Source of supply - Product Information Data Manager
 - Failure rate data – Reliability Data Manager
 - Procurement specification – Engineering Data Manager
 - Calibration procedure – Metrology Data Manager
 - Failure processes – Failure Experience Data Manager
 - a) Upon completion of the e-mail or phone process, the Operations Center POC will record the results and provide a copy to the UDR Coordinator (the Failure Experience Data Manager).
 - b) The UDR Coordinator will provide a monthly report summarizing the UDRs to the GIDEP Operations Center Program Director and the Deputy Program Manager.

10.4.3 The GIDEP Representative (Recipient). Upon receiving an issued UDR, the GIDEP representative is responsible for:

- (1) Determining who in the organization might have the type of requested information.
- (2) Disseminating the UDR to appropriate personnel such as reliability, engineering, quality assurance, metrology, etc., for a possible response.
- (3) Collecting and forwarding any information to the requester as requested in Block 1 of the UDR form.

10.4.4 Any UDR responses that are provided by the originator to the Operations Center will be entered into the GIDEP database, as appropriate. Any GIDEP activity that responds to a UDR receives credit for submittal of a report by completing the blocks found at the bottom of the UDR form and sending a copy to the Operations Center.

10.5 COMMUNICATION

Communications between participants are encouraged to maximize the rapid exchange of information. GIDEP representatives and users of the GIDEP databases may contact each other directly by:

- (1) Phone call. Calling representatives of other GIDEP activities that may have specific knowledge of the relevant problem. The names of GIDEP representatives and their telephone numbers are available via the on-line GIDEP Roster of Representatives.
- (2) Facsimile. Many GIDEP representatives maintain their FAX number in the GIDEP Roster of Representatives so other representatives can send information or query them for information.
- (3) Internet e-mail. Many GIDEP representatives maintain their e-mail address in the GIDEP Roster of Representatives so other representatives can send information or query them for information.
- (4) Help Desk. GIDEP has a Help Desk that can assist you if you have specialized information requirements. Give the Help Desk a call at (909) 273-4677 or DSN 933-4677.

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Appendix A

**INSTRUCTIONS
FOR
URGENT DATA REQUEST**

(DD Form 2002)

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NO CHARGE OR OBLIGATION EITHER TO THE PARTICIPANT OR TO THE GOVERNMENT IS INCURRED
BY THE TRANSMITTAL OF, OR THE RESPONSE TO THIS INFORMATION REQUEST

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

URGENT DATA REQUEST

Please Type All Information - See Instructions On Reverse

1. REQUESTER (Complete Items 1 through 13)		2. UDR No.					
		3. DATE (Day, Month, Year)					
4. SUBJECT CATEGORY							
5. TYPE OF DATA NEEDED (Check below as required)							
<input type="checkbox"/>	TEST	<input type="checkbox"/>	FAILURE RATE	<input type="checkbox"/>	FAILURE MODE	<input type="checkbox"/>	METHODOLOGY
<input type="checkbox"/>	DESIGN	<input type="checkbox"/>	FAILURE EXPERIENCE	<input type="checkbox"/>	SPECIFICATION	<input type="checkbox"/>	MAINTENANCE
<input type="checkbox"/>	METROLOGY	<input type="checkbox"/>	SOURCE OF SUPPLY	<input type="checkbox"/>	OTHER (SPECIFY)		
6. COMPONENT / PART / MATERIAL / TEST EQUIPMENT / PROCESS DESCRIPTION							
7. MANUFACTURER		8. MANUFACTURER PART NUMBER			9. NATIONAL STOCK NUMBER (NSN)		
10. APPLICATION (e.g., Aircraft, Missile, Shipboard)				11. SPECIFICATION NUMBER			
12. PERFORMANCE REQUIREMENTS							
13. DATA SOURCES SEARCHED							
If you can help this GIDEP participant in any way, please contact them directly. Then complete the remainder of this form and return it for report submittal credit to: UDR Coordinator, GIDEP Operations Center, Corona, California 91720							
<input type="checkbox"/> INFORMED REQUESTER OF ADDITIONAL DATA SOURCES		<input type="checkbox"/> IF NO DATA IS AVAILABLE DO NOT RETURN THIS FORM			<input type="checkbox"/> DATA AVAILABLE AND TRANSMITTED TO REQUESTER		
DATE		NAME			PARTICIPANT		
LOCATION (City and State)			PHONE NUMBER		SIGNATURE		

DD FORM 2002
1 MAY 59

ALL PREVIOUS EDITIONS ARE OBSOLETE

Figure 10.1 Urgent Data Request Form

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**PREPARATION INSTRUCTIONS FOR DD FORM 2002 [NEW]
GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM
URGENT DATA REQUEST**

BLOCK

INSTRUCTIONS

1. **REQUESTER:** - Enter: **a.** The name and address of the organization requesting information; **b.** The name of the point of contact (POC) to talk to for telephone response; and **c.** The phone number, FAX number, and e-mail address at which the POC can be reached.
2. **UDR NO:** -Leave blank; the GIDEP Operations Center will assign the UDR number.
3. **DATE:** - Leave blank; the GIDEP Operations Center will enter the date of issue.
4. **SUBJECT CATEGORY/NOMENCLATURE:** - Enter the subject category or class or part nomenclature if the information requested concerns parts, components, materials or items of supply. If the information requested is for technical or engineering documents, enter three or more words for the topic for which information is needed.
5. **TYPE OF DATA NEEDED:** - Check the appropriate block or check other. If other is checked, indicate the broad category of information or topic the information needed falls under.
6. **COMPONENT/PART/MATERIAL/TEST EQUIPMENT/PROCESS DESCRIPTION:** - Enter a brief description of the item for which you need information. If the request is for related engineering information, describe as concisely as possible the type of information that is needed to solve the problem or that meets your needs.

Note! If the information requested is not about specific parts, skip block 7 through 12.

7. **MANUFACTURER:** - Enter the name of the manufacturer of the item being sought, if known:
8. **MANUFACTURER PART NUMBER:** - Enter the part number of the item being sought. Add additional cross-reference part numbers in Block 6.
9. **NATIONAL STOCK NUMBER:** - Enter National Stock Number (NSN), or other government number, if known.
10. **APPLICATION:** - Describe the general end use or application.
11. **SPECIFICATION NUMBER:** - Enter the specification (s) which is/are applicable to this request.
12. **PERFORMANCE REQUIREMENTS:** - Describe any performance requirements that may be relevant to the needed information.
13. **DATA SOURCES SEARCHED:** - List the information or data sources **already** researched to help eliminate repetitive research. **Did you search the GIDEP database first?**

The UDR system enables GIDEP participants to have greater connectivity and the ability to rapidly obtain information from others in the GIDEP community. The UDR system is for the use of GIDEP participants; information is furnished to each other on a voluntary basis. Participants should make maximum use of internal data systems prior to submitting a UDR. UDRs sent to GIDEP electronically or by FAX generally will be distributed electronically within forty-eight hours after receipt at the GIDEP Operations Center. UDRs should be submitted electronically or faxed to the GIDEP Operations Center:

FAX number:	(909) 273-5200
Internet address:	gidep@gidep.corona.navy.mil
Mail address:	GIDEP Operations Center P.O. Box 8000 Corona, CA 91718-8000

Note:

If the submitter of an UDR receives documents, they should be submitted to GIDEP in accordance with procedures in the GIDEP Policies and Procedures Manual.

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POLICIES AND PROCEDURES MANUAL

PRODUCT INFORMATION DATA

CHAPTER 11



April 1997

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

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Chapter 11 PRODUCT INFORMATION

11.1 INTRODUCTION

This Chapter of the GIDEP Policy and Procedures Manual provides the policies and procedures for reporting Product Information by manufacturers and by government agencies. This information is useful for program managers, design engineers, part configuration managers, purchasing agents, and logisticians. Manufacturers discontinue or change the design and manufacturing process of materials, parts and components for various reasons including, economic viability, diminishing government orders, obsolescence, or discontinuing business. The procedures described in this chapter provide the vehicle for the interchange of information for discontinued production of, and engineering changes to, products.

11.2 POLICY

In accordance with Department of Defense (DoD) 4140.1R, DoD Material Management Regulation, issued by the Office of the Assistant Secretary of Defense for Procurement and Logistics [OSD(P&L)], GIDEP is designated the DoD centralized database for the distribution of Diminishing Manufacturing Sources and Material Shortages (DMSMS) data.

11.3 DEFINITIONS

11.3.1 DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES (DMSMS). DMSMS is the loss or impending loss of manufacturers of items, reduction of suppliers of items, or shortages of raw materials. DMSMS is caused by manufacturers of items or suppliers of raw material who discontinue production. Some of the reasons for DMSMS situations are:

- Rapid changes in technology which cause obsolescence;
- Uneconomical production requirements and increasing emphasis on use of commercial products;
- Foreign source competition;
- Federal environmental and safety regulations;
- Limited availability of items and raw materials used in the manufacturing process.

DMSMS situations tend to have a pervasive effect that precludes repair of materiel and prevents procurement of additional systems, equipment, spare assemblies, and subassemblies that depend on the availability of items and raw materials that are no longer manufactured or available.

11.3.2 DISCONTINUED ITEM. A Discontinued Item is any component, part, chemical, software, or material for which a manufacturing or material source of supply no longer exists.

11.3.3 DMSMS CASE. A DMSMS item becomes a case when a Federal Government agency or activity initiates a course of action designed to satisfy Federal Government requirements. DMSMS Notices are assigned a unique case number for tracking purposes when the items are listed in the government's inventory.

- 11.3.4 DMSMS NOTICE.** A DMSMS Notice is a notice from a manufacturer, source of supply, or Federal Government agency or activity that a part, component, chemical, software, or material will no longer be produced by the manufacturer or source of supply.
- 11.3.5 MANUFACTURER.** The manufacturer is generally the original equipment manufacturer (OEM) of an item, part, component, chemical, software, or material. Manufacturers should furnish a DMSMS Notice for any item(s) that they no longer intend to produce.
- 11.3.6 AFTER MARKET SOURCE.** An after market source is any secondary manufacturer who obtains the rights to manufacture an item or items from the OEM and makes the product available to the market.
- 11.3.7 PRODUCT CHANGE NOTICE.** A Product Change Notice is a notice that a manufacturer has changed either the form, fit, or function, or the production processes of their product. If the items are controlled by government specifications, the manufacturer has usually received government approval to change the characteristics of that part, component, or material. In the case of commercial off-the-shelf (COTS) items, the manufacturer may issue a Product Change Notice without prior government coordination, unless specifically restricted by contractual instruments.

11.4 CRITERIA

DMSMS and Product Change Notices must meet the following criteria:

11.4.1 DMSMS NOTICES

- a. Manufacturers and government activities will report products being discontinued to GIDEP using the fastest method available. The reports should include alternate source information, final order date, and CAGE code(s). The notice must list other part numbers, which the discontinued items may have been purchased under (e.g., manufacturer part number, National Stock Number (NSN), industry part number, military part number, etc.). Report(s) should be submitted by the manufacturer or the cognizant government activity.
- b. The item manager or cognizant government activity should report the disposition of the DMSMS case when information is known. The DMSMS Notice may be modified and reissued as an amendment.
- c. DMSMS Notices or the manufacturer's discontinuation letter should be submitted as soon as possible, but no later than ninety (90) days prior to discontinuation of production. This advance warning provides an opportunity for commercial customers and government activities to place final orders for the products.
- d. Manufacturers should report changes in production plans or changes to last buy dates as an amendment to the original DMSMS Notice.
- e. The cognizant inventory item manager will report the DMSMS solution code assigned and any supplemental resupply information such as substitute or alternate parts, or, if an activity has engineered an alternative solution.
- f. Industry or government activities having knowledge of after market sources for a discontinued product should submit a supplemental DMSMS report. After market

suppliers should use the DMSMS Notice to report availability as a new after market source for the products listed in a DMSMS notice previously issued by the OEM.

- g. Manufacturers are encouraged to submit discontinuance notifications for not only parts manufactured in accordance with military or government specification but also commercial parts.
- h. Although DMSMS notices have traditionally dealt with discontinuance of electronic parts, manufacturers and government agencies are encouraged to submit notifications for mechanical parts as well.

11.4.2 PRODUCT CHANGE NOTICES

- a. Manufacturers should report form, fit or function changes that affect the performance, interchangeability or reliability of a product. The notice must be submitted by the original equipment manufacturer.
- b. Any changes to information in the original Product Change Notice should be submitted as an amendment to the notice.
- c. MIL-STD-883 and MIL-I-38535 require customer notification of Class 1 changes as defined in MIL-STD-480 which has been superseded by MIL-STD-973. This notification can be handled through the Product Change Notice, but it remains the manufacturer's responsibility to ensure that their customers are notified.

11.4.3 PRODUCT INFORMATION NOTICES

- a. Using PIN, manufacturers could report useful information out to the GIDEP community. This could include (but not limited to):
 - Introduction of a new product to the marketplace
 - Manufacturer datasheets
 - Test data
 - Qualified Manufacturers List (QML) status (for microcircuits)
 - Package information (for microcircuits)
- b. Under no circumstances can the information being presented be construed as advertising. The information must be of general interest to the GIDEP community.
- c. Instructions for preparing DD form (draft) for a Product Information Notice is provided in Appendix C.

11.5 PROCEDURES

DMSMS Notices, Product Information Notices and Product Change Notices are processed in accordance with the following procedures (see Appendix A, B or C for specific details in completing these forms):

11.5.1 DATA SUBMITTALS. Users may submit data electronically (preferred media) to GIDEP in any text (ASCII) or standard word processing formats (e.g., WordPerfect, Microsoft Word, etc.). GIDEP electronic forms are available for download off the GIDEP members web site. Data may be submitted to the GIDEP Operations Center by:

- E-mail (Preferred): Include documents and corresponding completed forms and e-mail to gidep@gidep.corona.navy.mil.
- Diskette: Including documents and corresponding completed forms may be mailed to: GIDEP Operations Center

P.O. Box 8000
Corona, CA 92872-8000

- **Hardcopy**
 - a. Mailings: Include documents and corresponding completed forms and mail to:
GIDEP Operations Center
P.O. Box 8000
Corona, CA 92872-8000
 - b. Facsimile (NOT Encouraged): Include documents and corresponding completed forms and fax to (909) 273-5200.
- When possible, landscape formatted reports should be avoided since these type documents do not OCR well.

11.5.2 DATA PROCESSING

After the DMSMS Notices, or manufacturers' letters of discontinuation of production, or Product Change Notices are received at the GIDEP Operations Center, GIDEP performs the following actions:

- The information received from the manufacturer or government activity is reviewed for completeness, entered on the appropriate form when necessary, and electronically processed for distribution.
- Upon receipt of a DMSMS Notice, GIDEP immediately coordinates with the cognizant Defense Logistics Agency (DLA) supply center to obtain a case number (when assigned). This provides a tracking method for further analysis and for supplemental information from the cognizant government activities.
- Notices are reviewed for completeness and supplemental part numbers are added if available.
- Discontinued product data is distributed using the DMSMS Notice form.
- Product change data is distributed using the Product Change Notice (PCN) form.
- After the cognizant government activities complete the associated case studies, the results are distributed as amendments to the original DMSMS Notice.
- GIDEP processes the DMSMS, Product Change Notices and Product Information Notices on a modernized document imaging system. Data is also archived on microfiche and is available upon request.
- A manufacturer does not have to be a participant or member of GIDEP to submit data to the GIDEP Operations Center.

11.5.3 DATA DISTRIBUTION.

Product Information Data (PID) is maintained in an on-line database indexed to the full text and images of the original document. GIDEP provides access to DMSMS and Product Change Notices in the on-line GIDEP database, which ensures that the manufacturer's and the government's information is immediately available to all GIDEP

participants. Authorized GIDEP users may retrieve documents using their personal computer (PC) and a modem. Some users access the GIDEP database through internal networks that connect to the Defense Data Network, NAVNET, or INTERNET. Once the user has found the document, it can be downloaded to the PC and printed on a local printer. (See the GIDEP On-line Users Access Guide for details).

11.5.4 DMSMS WEB PAGE.

The following items are available on the GIDEP Members-only web page:

- a. Weekly discontinued parts list (also available on the GIDEP Public web page)
- b. Upcoming meetings
- c. Parts forum
- d. DMSMS library
- e. DoD DMSMS initiatives
- f. DMSMS hot links

11.6 THIRD PARTY NOTICES.

As an activity becomes aware of information concerning items and materials, which manufacturers have changed or discontinued, it is requested that this information be reported to GIDEP using the appropriate DMSMS Notice or Product Change Notice form. For notices that are received from third parties (other than manufacturers), GIDEP will contact the manufacturers to verify the information prior to issuing the notice.

APPENDIX A

GUIDELINES FOR COMPLETING

DMSMS NOTICES

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM			
DMSMS NOTICE			
DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES			
1. TITLE		2. DOCUMENT NUMBER	
		3. DATE (Year, Month, Date)	
4. MANUFACTURER NAME AND ADDRESS		5. MANUFACTURER POINT OF CONTACT (NAME)	
		6. MANUFACTURER POINT OF CONTACT TELEPHONE	
7. CAGE CODE (H4)	8. MANUFACTURER FINAL ORDER DATE	9. MANUFACTURER PART NUMBER	10. BASE PART
11. DOCUMENT ORIGINATOR		12. GOVERNMENT PART NUMBER	13. SPECIFICATION NUMBER
		14. TYPE DESIGNATOR	15. MODEL NUMBER
		16. NATIONAL STOCK NUMBER (NSN)	17. DRAWING NUMBER
18. COMMENTS			
FOR GOVERNMENT AGENCIES USE ONLY			
19. FEDERAL GOVERNMENT NAME AND ADDRESS		20. FEDERAL GOVERNMENT POINT OF CONTACT NAME	
		21. FEDERAL GOVERNMENT POINT OF CONTACT TELEPHONE	
22. CASE NUMBER		23. USER RESPONSE DEADLINE DATE	24. ROUTING IDENTIFIER CODE
25. SOLUTION /STATUS CODE		26. USERS	

GIDEP Form 97-4

Figure 11.1

APPENDIX A

GUIDELINES FOR COMPLETING DMSMS NOTICES

GIDEP FORM 97-4

BLOCK

INSTRUCTION

BLOCK 1 - NOMENCLATURE

Enter the class, function, or type of item, part, component, or material. For multiple parts, enter the generic class of parts and then describe the detailed nomenclature for each in a table in the attached material. DLA Handbooks H2 and H6 may be used as references for completing nomenclature, or, contact the GIDEP Operations Center for assistance.

Examples:

- Single part type: "TRANSISTOR, POWER, NPN"
(A single item, followed by its "narrowed-down" description)
- Multiple part types: "NOR GATE, BUFFER, COUNTER, DECODER"
(Multiple individual parts)

BLOCK 2 - DOCUMENT NUMBER

Enter the DMSMS document number which is composed of your GIDEP Participant Code (usually 2 to 4 alphanumeric characters), a dash (-), a 'D' for DMSMS notices, followed by a another dash (-), the last two digits of the fiscal year issued, a dash (-), and the next sequential number for DMSMS notices submitted by your activity for the current fiscal year. Amendments/supplements are indicated by adding change letters (A, B, or C as required) to the sequence number. However, if you are unsure about the document number, this block may be left blank; the Operations Center will complete it. In the situation where the originator is not a GIDEP participant, the document number will start with "VV" and the rest of the document number would follow the same format previously described.

Example:

AH6-D-93-02 A

First amendment
Second submitted DMS document
Fiscal year issued
DMSMS notice
GIDEP Participant Code

BLOCK 3 - DATE

Leave blank, the GIDEP Operations Center will enter the date of issue.

BLOCK 4 - MANUFACTURER ADDRESS AND POINT OF CONTACT

Enter the name and address of the manufacturer of the item described in Block 1. Enter manufacturer's point of contact (POC) for the DMSMS item.

BLOCK 5 - FEDERAL GOVERNMENT POINT OF CONTACT

If known, enter the name and phone number of the cognizant government point of contact (POC). This block is generally used by government activities when updating a DMSMS Notice.

BLOCK 6 - CAGE/H4

Enter the Commercial and Government Entity (CAGE) code of the manufacturer. A CAGE code may be obtained from DLA Handbook H4, or, by calling the GIDEP Operations Center for assistance.

BLOCK 7 - FINAL ORDER DATE

Enter the final date by which orders for the DMSMS item will be accepted by the manufacturer.

Note: Use Block 8 for the customer's response date.

BLOCK 8 - USER RESPONSE DEADLINE DATE

Enter the date set by the cognizant government DMSMS Item Manager by which other government activities must submit their requirements for that particular item. This block is to be left blank by the manufacturer.

BLOCK 9 - MANUFACTURER PART NUMBER

Enter the manufacturer's or value added manufacturer's catalog part number of the discontinued item.

Example:

Manufacturer's Part Number - TC301BL/902X

BLOCK 10 - GENERIC PART NUMBER

Enter the industry's generic (or industry) part number of the discontinued item.

Examples:

**Generic Part Number - 54LS6901 (Microcircuit)
- 2N2222 (Transistor)**

BLOCK 11 - NATIONAL STOCK NUMBER (NSN)

Enter the National Stock Number of the discontinued item. If unknown, or, if an NSN has not been assigned by the Federal Government, enter the Federal Stock Class (FSC) from DLA handbook H2/H6.

Example:

**National Stock Number - 5962-01-235-1317
(The Federal Stock Class number is 5962)**

BLOCK 12 - SPECIFICATION/DRAWING NUMBER

Enter the specification and/or drawing number for the discontinued item.

Example:

Drawing Number - 180-6360946, REV G

BLOCK 13 - MILITARY PART NUMBER

Enter the military part number for the discontinued item. Military part numbers are normally cited on the Military Specification sheet.

Examples:

Military Part Number	M38510/22807BZA (Microcircuit)
	JAN2N2222A (Transistor)
	M39014/01-1141 (Capacitor Ceramic)
	RNR60H49R6FS (Resistor Metal Film)

Note: Mil-Spec numbers are not part numbers but are used for procurement and engineering purposes. The previous examples of numbers are typically carried as reference numbers in logistics systems.

BLOCK 14 - SOLUTION CODE

A code assigned by the government DMSMS Item Manager indicating the current solution status or solution of a case. This block is to be completed by the government and may contain one or more of the following solution descriptions:

- In Process
- LOT Buy
- Alternate Part
- Alternate Source
- Redesign
- GEM
- Excess Part
- Reopened
- Other (Describe in Block 17)

BLOCK 15 - MANAGING ACTIVITY CASE NUMBER

A number assigned by a government DMSMS Item Manager or managing activity. This block is to be left blank by the manufacturer.

BLOCK 16 - REFERENCE

This reference number will appear in most GIDEP DMSMS notices which have been generated from MOM (Microcircuits Obsolescence Management) letters or from manufacturers reporting as an after market source. For MOM notices, this number indicates that the current DMSMS Notice supplements a previous Notice on the same discontinued item(s) of the same manufacturer. The difference is that the original notice was submitted from the manufacturer while the second notice was issued by the MOM program, which needs a longer time to perform their analysis. MOM analysis reports provide users with additional information such as microcircuit cross-reference lists and affected equipment in addition to

discontinued part numbers and alternate source lists. Leave this block blank upon submittal, the GIDEP Operations Center is responsible for completing this block. For manufacturers reporting as an after market source, the original DMSMS document number should be listed.

BLOCK 17 - COMMENTS

Provide any comments that pertain to disposition of the DMSMS case or study, or any discussion or special information about the DMSMS item that may be useful to others working the case. Managing activities will, where known, identify the system applications in this block.

APPENDIX B

GUIDELINES FOR COMPLETING

PRODUCT CHANGE NOTICES

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

PRODUCT CHANGE NOTICE

1. TITLE		2. DOCUMENT NUMBER
		3. DATE
4. MANUFACTURER AND ADDRESS		5. MANUFACTURER PART NUMBER
		6. BASE PART
		7. NATIONAL STOCK NUMBER (NSN)
8. CAGE	9. EFFECTIVE DATE	10. GOVERNMENT NUMBER
11. POINT OF CONTACT		12. DRAWING NUMBER
		13. SPECIFICATION NUMBER
14. PRODUCT CHANGE		
15. APPROVAL DATE	16. APPROVING GOVERNMENT ACTIVITY	
17. GIDEP REPRESENTATIVE	18. SIGNATURE	19. DATE

GIDEP Form 97-5

Figure 11.2

11-13

APPENDIX B

GUIDELINES FOR COMPLETING PRODUCT CHANGE NOTICES

GIDEP FORM 97-5

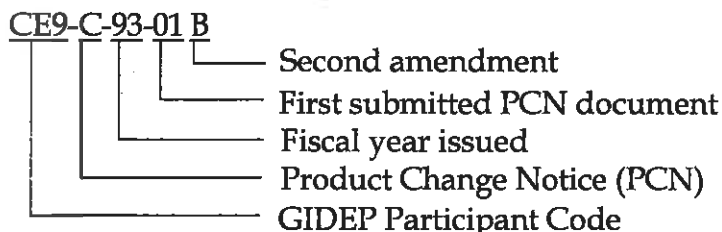
BLOCK 1 - NOMENCLATURE

Enter the class, function, and type of the item, part, component, or material being changed. DLA Handbook H2 and H6 may be used as a reference in completing the nomenclature, or, contact the GIDEP Operations Center for assistance.

BLOCK 2 - PCN DOC NUMBER

Enter the PCN document number which is composed of your GIDEP Participant Code (usually 2 to 4 alphanumeric characters), a dash (-), a letter 'C' for Product Change, followed by another dash (-), the last two digits of the fiscal year issued, a dash (-), and ended by a consecutively sequenced number of all Product Change notices submitted by the originator during the fiscal year. Amendments are indicated by adding change letters (A, B, or C as required) to the sequence number. However, if you are unsure about the document number, leave this block blank, the Operations Center will complete it.

Example:



BLOCK 3 - DATE

Leave blank, the GIDEP Operations Center will enter the date of issue.

BLOCK 4 - MANUFACTURER ADDRESS

Enter the name of the manufacturer of the item(s).

BLOCK 5 - CAGE

Enter the Contractor and Government Entity (CAGE) code of the manufacturer (or distributor) of the part(s) affected by the changes. The CAGE code may be determined using the DLA Handbook H4, or, by calling the GIDEP Operations Center for assistance.

BLOCK 6 - EFFECTIVE DATE

Provide the date or the lot date code when the change became effective.

BLOCK 7 - POINT OF CONTACT

Enter the name and phone number of the manufacturer's point of contact (POC).

BLOCK 8 - PRODUCT CHANGE

Describe the product change that was made including previous configurations or processes and the current configuration or process. Include any change in testing and current values used. Information may be provided on supplemental sheets.

BLOCK 9 - APPROVAL DATE

If the change was approved by a government activity in accordance with government standards, specifications, or guidelines, provide the date of approval.

BLOCK 10 - APPROVING GOVERNMENT ACTIVITY

Enter the name of the cognizant approving government activity (see Block 9).

BLOCK 11 - COMPANY REPRESENTATIVE

Enter the name of the authorizing company representative.

BLOCK 12 - SIGNATURE

Signature block to be signed by the authorized company representative.

BLOCK 13 - DATE

Enter the date of submittal.

APPENDIX C

GUIDELINES FOR COMPLETING

PRODUCT INFORMATION NOTICES

PRODUCT INFORMATION NOTICE

17. DATE

APPENDIX C

GUIDELINES FOR COMPLETING PRODUCT INFORMATION NOTICES

DD FORM (DRAFT)

BLOCK 1 – TITLE

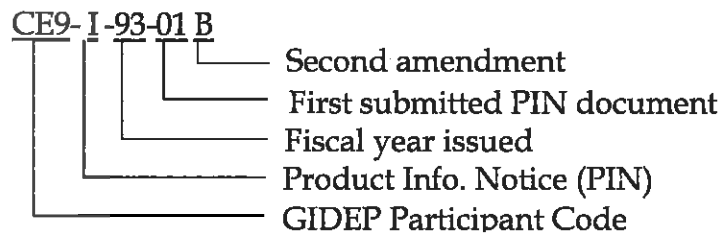
Enter the class, function, type, etc., of the item, part, component, material, chemical, software, specification or process being introduced. (Use DLA Handbook H2/H6 for guidance or contact the GIDEP Operations Center for assistance.)

BLOCK 2 - DOCUMENT NUMBER

Enter the PIN document number. The number is composed of your participant code (See Roster); a dash; the letter 'I' for Product Information, followed by a dash; the government fiscal year (October to September); a dash; and your next sequence number. If you are amending the report, add a letter starting with 'A', in ascending order. When the originator is not a GIDEP participant, the document number will start with "VV" and the rest of the document number would follow the same format previously described

Example:

CE9-I-93-01 B



- Second amendment
- First submitted PIN document
- Fiscal year issued
- Product Info. Notice (PIN)
- GIDEP Participant Code

BLOCK 3 – DATE

Enter the date that the report is prepared. Date format is DD-MMM-YY.

BLOCK 4 - MANUFACTURER NAME AND ADDRESS

Enter the name and address of the manufacturer of the item described in Block 1.

BLOCK 5 - POINT OF CONTACT FOR GENERAL INFORMATION

Enter the name and phone number of an individual from the company who GIDEP users may contact for additional general information on the item.

BLOCK 6 - POINT OF CONTACT FOR RELIABILITY INFORMATION

Enter the name and phone number of an individual from the company who GIDEP users may contact for additional reliability information on the item.

BLOCK 7 - CAGE

Enter the Commercial and Government Entity (CAGE) code of the manufacturer. A CAGE code may be obtained from DLA Handbook H4, or, by calling the GIDEP Operations Center for assistance. If the CAGE Code is unknown or doesn't exist enter NONE. The Operations Center will verify CAGE Code.

BLOCK 8 - MANUFACTURER PART NUMBER

Enter the manufacturer's or value added manufacturer's catalog part number(s) of the item(s) described in Block 1.

BLOCK 9 - NATIONAL STOCK NUMBER

Enter the National Stock number(s) of the item(s) described in Block 1. If unknown, or, if an NSN has not been assigned by the Federal Government, enter the Federal Stock Class (FSC) from DLA handbook H2/H6 or FEDLOG if available. The GIDEP Operations Center will review FEDLOG for NSN's which may match part numbers identified in the report.

BLOCK 10 - BASE PART

Enter the generic or family part number(s) of the item(s) described in Block 1.

BLOCK 11 - GOVERNMENT PART NUMBER

Enter the government part number(s) of the item(s) described in Block 1. Government part numbers are items manufactured in accordance with a government specification or tested to meet government requirements.

BLOCK 12 - SPECIFICATION NUMBER

Enter the procurement specification number to which the item was acquired or manufactured to. For Commercial Off-The-Shelf (COTS) items the referred to specification must have previously been published.

BLOCK 13 - DRAWING NUMBER

Enter the drawing number if the part is manufactured in accordance with a government drawing.

BLOCK 14 – DESCRIPTION

Provide a brief description and all related information of the product.

BLOCK 15 - GIDEP REPRESENTATIVE

Enter the name of the authorizing company representative. If the report is being issued by an organization/company not currently a participant in GIDEP, enter "NA".

BLOCK 16 – SIGNATURE

Signature block to be signed by the authorized company representative. If the report is being submitted electronically, the submitter's authenticity will be verified by the Operations Center. If the report is being issued by an organization/company not currently a participant in GIDEP, enter "NA".

BLOCK 17 – DATE

Enter the date of submittal or, if electronically submitted, the date uploaded to GIDEP or the date transmitted.